

**Town of Medfield
Public Records Policy
(Effective February 15, 2022)**

The Massachusetts Public Records Law and its Regulations provide that each person has a right of access to public information. This right of access includes the right to inspect, copy or have a copy of records provided upon the payment of a reasonable fee.

Records Access Officer

1. The public records law creates a new position entitled Records Access Officer (RAO). The Town Administrator, Kristine Trierweiler and the Town Clerk, Marion Bonoldi are designated as the RAOs for the Town of Medfield (“the Town”). The RAOs for the Town of Medfield Public Schools are the Superintendent, Dr. Jeffrey Marsden and Director of Finance and Operations, Michael LaFrancesca.

Contact information for the Town of Medfield:

Kristine Trierweiler
Town Administrator
459 Main Street
Medfield, MA 02052
Phone: 508-906-3011
Email: ktrierweiler@medfield.net

Marion Bonoldi
Town Clerk
459 Main Street
Medfield, MA 02052
Phone: 508-906-3024
Email: mbonoldi@medfield.net

Contact information for the Town of Medfield Public Schools:

Dr. Jeffrey Marsden
Superintendent of Schools
459 Main Street
Medfield, MA 02052
Phone: 508-359-3032
Email: jmarsden@email.medfield.net

Michael LaFrancesca
Director of Finance and Operations
459 Main Street
Medfield, MA 02052
Phone: 508-359-3034
Email: mlafrancesca@email.medfield.net

2. The RAO is responsible for coordinating responses to public records requests received by the Town and for assisting requestors in making informed requests.
3. In order to effectively and efficiently coordinate responses, each department shall designate a primary contact person to work directly with the RAO.

Public Records Requests

1. Public Records requests are made directly to the RAO.
2. Public records requests must be in writing (hand delivered, by first class mail, fax, or email). If a requestor demands to make a request orally in person, the department coordinator should provide as much detail as they can obtain on a form provided by the RAO.
3. Public Records Requests must identify all information requested with as much specificity as possible.

Responses to Records Requests

1. Upon receipt, the RAO will notify the requestor via email (or other written means) that the Town has received the request.
2. Within 10 business days of receipt of the request, the RAO shall provide the requestor with the following:
 - The right to inspect the record or a copy of the record if it is reasonably described and in the possession of the Town, and a reasonable fee is paid (the Town will make every effort to comply with all document requests but it is not required to create documents that are not currently in existence); or
 - An indication that the Town cannot provide, or allow inspection of, a requested document, along with the reason why they cannot comply (i.e. document does not exist or is not in possession, custody, or control of the municipality or an exemption exists which prevents the Town from providing the document); or
 - If the Town is unable to provide the documents within the 10 day time frame, the RAO shall provide the requestor with a detailed statement describing why the magnitude or difficulty of the request unduly burdens the other responsibilities of the Town and therefore requires additional time. The timeframe shall not exceed 25 business days following the initial receipt of the request for public records unless the requestor voluntarily agrees to a response date beyond the timeframes above; or
3. If the Town is unable to meet the timeline, the RAO may petition the Supervisor of Public Records for additional time beyond the 25 day period.
4. All responses to requests will be made by the RAO via email unless other delivery arrangements are made by the requestor directly with the RAO.

Formatting of Records

1. An RAO must provide the public records to a requestor by electronic means unless the record is not available in electronic form or the requestor does not have the ability to receive or access the records in a usable electronic form.
2. If a requestor provides a preferred format for the production of records, the RAO must provide the record in that format, to the extent feasible. The Town is not required to create records that do not exist.

Fees

1. The Town will make reasonable efforts to limit cost to the requestor. Any request under 20 pages will be free of charge.
2. The Town is permitted to charge 5 cents per page, for black and white copies.
3. The Town may also charge for employee time to search, retrieve, segregate, redact, process, copy or otherwise process documents. A municipality may not assess a fee of more than \$25 per hour for the cost to comply with a request unless approved by the Supervisor of Public Records through a petition.
4. Prior to complying with a public records request, the RAO shall provide the requestor with a detailed estimate of any cost involved in providing a response to the request. Upon receipt of the estimated fee, the RAO shall provide the requestor with all relevant records which comply with the request.