

MCRS PUBLIC RECORDS REQUEST GUIDELINES AND POLICIES

The Massachusetts Public Records Law, G.L. c. 66 and c. 4, s. 7(26) provides that every person has a right to access public information, including those maintained by public retirement systems. The following are guidelines and policies intended to assist those seeking access to public records in our custody:

- All records requests should be submitted to the Middlesex County Retirement System Records Access Officer:

Lisa M. Maloney, Esq.
Chief Administrative Officer
Middlesex County Retirement System
25 Linnell Circle
P.O. Box 160
Billerica, MA 01865
Phone (978) 439-3008
Fax (978) 439-3050
Email lmaloney@middlesexretirement.org

- Although the law does not require public records requests to be in writing, it is preferred that those seeking access to public records submit a written request, in order to ensure that the Records Access Officer may respond completely and accurately to your request.
- All requests should include contact information so that we may contact the requester in regard to any clarification needed, or any applicable fees.
- All requests should include a clear description of the specific records being requested, including a time period, if applicable.
- The law permits public entities to charge reasonable fees for the search time and production costs associated with the release of public records. The first four hours of labor will be provided free of charge. We may charge no more than \$25 per hour for labor which exceeds four hours. In addition, copy fees may be charged at \$.05 per page.
- The Records Access Officer will make every effort to produce records in electronic format when possible, in order to minimize fees.
- The Records Access Officer will provide those seeking records with a fair estimate of fees to be assessed, if any, prior to our fulfilling any public records request.
- The Records Access Officer will make every effort to maintain commonly requested public records readily available on our website, including Retirement System financial information, meeting minutes and agendas, and supplemental regulations, as well as to provide links to forms and guides.

- The Records Access Officer will make every effort to respond within 10 business days as required by the statute, but may seek an extension from the Supervisor of Records in cases where the volume or depth of information requested prohibits us from responding in 10 days.
- If we are prohibited from releasing the requested information, because it does not fall under the definition of public record, the Records Access Officer will provide you with the reason for the denial, as well as notify you that you may appeal the denial of access to records to the Supervisor of Public Records within 90 days of a denial or of a failure to respond.
- The Records Access Officer is not required by the Public Records Law to answer questions or create a record in response to a request, but must provide any records that exist and which are responsive to a question.
- For additional information about the public records law, we would suggest the following resources:

<https://www.sec.state.ma.us/pre/prepdf/guide.pdf> (Guide to Public Records Law)

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleX/Chapter66> (General Laws C. 66)

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleI/Chapter4/Section7> (Statutory Definition of Public Records & Exclusions)

<http://www.mass.gov/perac/docs/forms-pub/memos/2017/0117.pdf> (PERAC Advisory on Public Records Law Changes as they pertain to Retirement Systems)

PLEASE NOTE THAT A REQUEST FOR YOUR OWN INFORMATION DOES NOT REQUIRE A FORMAL PUBLIC RECORDS REQUEST. ANY MEMBER MAY ACCESS HIS OR HER OWN PERSONAL INFORMATION BY CONTACTING US. RECORDS OF A HIGHLY PERSONAL NATURE ARE EXEMPT FROM DISCLOSURE.

June 21, 2017