

ADMINISTRATIVE POLICY #2

SUBJECT: Public Records Access

- 1) The Office of the Secretary of the Commonwealth has issued Public Records Access Regulations for Towns like Seekonk. These are attached for your information.
- 2) Frequently we receive requests for copies of minutes of public meetings. The minutes must be made available upon request during regular business hours. Draft minutes not yet approved by the Board or Commission which held the meeting, are not official records. Once the Board or Commission adopts the minutes then the copies can be made available on request.
- 3) Upon request a person at his or her election shall be entitled to receive in-hand or by mail one copy of a public record or any desired portion of a public record upon payment of a reasonable fee.
- 4) The Board of Selectmen has voted that the charge for photocopies public records shall be \$.50 (fifty cents) per page. The Board of Selectmen has voted that the charge for non computerized public records which take more than twenty (20) minutes to complete shall be a fee of \$10.00 (ten dollars) per hour.
- 5) The Town shall also assess the actual cost of postage. Upon request a person at his or her election shall be entitled to receive in-hand or by mail one copy of a public record or any desired portion of a public record upon payment of a reasonable fee.
- 6) There is no fee for the mere inspection of public records unless compliance with such request takes more than twenty (20) minutes. For requests which take more than 20 minutes, there is a pro-rated fee of \$10.00 (ten dollars) per hour for search time expenses.

If you have any questions on how to apply this policy, please contact the Executive Secretary's Office.

Devy E. Proctor
Executive Secretary

March 9, 1989
Date

Approved by the Board of Selectmen on June 6, 1984.

Amended by the Board of Selectmen on March 8, 1989.