

Policy on Public Records Requests

1. The Public Records Access Officer may assess a reasonable fee for the production of a public record(s) and pursuant to MGL Chapter 66 Section 10 (a)(iii), the RAO may require payment of a reasonable fee prior to producing the requested record(s).
2. If the Public Record(s) Request can be fulfilled within 30 minutes, no fee will be required for the production of the document(s), other than the cost of making copies. The RAO may charge five cents per page for black and white paper copies or printouts per MGL chapter 66 section 10 (d)(i).
3. Pursuant to MGL chapter 66, section 10 (a) (iii) and 950 CMR 32.06 (2)(f), the GBHA may delay production of records to any person who has not paid a reasonable fee for provision of said public record(s). The GBHA may also deny public records requests from a requester who has failed to compensate for previously produced public records per MGL chapter 66 Section 10(d)(4)(vi).

Adopted July 19, 2024 by Board of Commissioners