

TRUSTEES' HANDBOOK—POLICIES
BOXFORD TOWN LIBRARY

Policy on Public Records Requests for Board and Administrative Records

Certain Library administrative records fall under the Public Records Law (M.G.L. Ch. 66, Sec. 10A). As a department of the Town of Boxford, any requests for Library administrative public records will be referred to the Town Clerk and Town Administrator. Personnel records are specifically exempted from the Public Records Law.

Monthly Trustee Meetings are subject to the Open Meetings Law (M.G.L. Ch. 39, Sec. 23B). Trustee Meeting Minutes are the public record of the discussion and actions taken during the meeting. Trustee Meeting Minutes are governed by the Public Records Law (M.G.L. Ch. 66, Sec. 10A). A PDF document "A Guide to the Massachusetts Public Record Law" is available at: <https://www.sec.state.ma.us/pre/prepdf/guide.pdf>

The Library Director is legally responsible for the maintenance and availability of the Trustee Meeting Minutes. As custodian of the records, it is the Library Director's duty to ensure that the complete record is available to the public upon request. Please note that because the Trustees meet monthly, there can be a lag of up to 2 months before approved meeting minutes are available for public access. An unofficial copy of the Trustee Meeting Minutes can be made available within two weeks of the meeting date.

A request for copies of the Trustee Meeting Minutes can be made by anyone who is interested. The request may be made in person or in writing. The custodian has ten (10) business days to respond to the request. Copies must be made by a staff member, and the requestor will be charged five cents (\$0.05) per photocopy plus a reasonable fee (Not to exceed \$25.00 per hour) for the time it takes to search for, remove any exempt data, photocopy the record and re-file it. The custodian will provide the requester with a detailed good faith estimate of providing the record. Prepayment of the fees is required before the process of compiling the requested records will begin.

A request to view the Trustee Meeting Minutes at the Library may be made in person or in writing. An appointment to view the Minutes will be made at a time that ensures that the Library has a sufficient number of staff members available to enable one staff member to remain with the Minutes book(s) and patron at all times it is being viewed.

In order to ensure that the records remain complete, under no circumstance may any member of the public take the Trustee Meeting Minutes volume(s) to make his or her own copies, nor may the volumes be viewed away from a staff member.