

# Guidelines for Public Records Requests

The City of Brockton has developed these guidelines to help members of the public who are seeking access to public records in the custody of the City of Brockton to make informed requests for public records as well as to assist the Records Access Officers (RAOs) in fulfilling those requests.

## **PUBLIC RECORD**

Every record that is made or received by a government entity or employee is presumed to be a public record unless a specific statutory exemption permits or requires it to be withheld in whole or in part. Exemptions may be found at Chapter 4, Section 7(26) of the Massachusetts General Laws.

More information on Massachusetts Public Records Laws can be found at the following links:

<https://www.sec.state.ma.us/pre/prenotice.htm>

<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>

## **PUBLIC RECORD REQUEST**

A public records request is a request to either inspect, and/or copy, public records. There is no requirement that the request be in any particular form. Requests for public records may be made orally or in writing. Written requests can be made by hand, mail, email or fax. Telephone requests may be accepted at the discretion of the Records Access Officer. The person making the request is not required to identify himself/herself, or to provide information about the reason for the request or how the records will be used. The request must be clear enough to enable the City to conduct a meaningful search. The City may ask questions about the request in order to respond to the request fully and in a timely manner. The State acknowledges that access to information is a fundamental and necessary right of every citizen.

Further Guidance for Making a Request for Public Records can be found by following this link:

<http://www.sec.state.ma.us/pre/prereq/reqidx.htm>

Requests for records should be directed to the appropriate Records Access Officer who serves as the custodian of the requested records. The City of Brockton has designated Records Access Officers in each city department (listed below) who are responsible for coordinating their departments' responses to public records requests. If you would like to make a public records request, please contact the Records Access Officer in the city department from which you would like to request public records.

Alternatively, all public records requests can be submitted by using the form below:

**Form**

## RECORDS ACCESS OFFICERS

<b>Department</b>	<b>Phone</b>	<b>RAO</b>	<b>Business Address</b>	<b>Email</b>
Animal Control	(508) 580-7835	Thomas DeChellis, Supervisor of Animal Control	446 Court Street Brockton, MA 02301	<a href="mailto:animalcontrol@cobma.us">animalcontrol@cobma.us</a>
Assessors	(508) 580-7194	John P. O'Donnell, Chairman	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:assessors@cobma.us">assessors@cobma.us</a>
Auditors	(508) 580-7153	Karen Preval, City Auditor	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:auditors@cobma.us">auditors@cobma.us</a>
BEMA -- Brockton Emergency Management Agency	(508) 580-7871	Steve Hooke, Director	War Memorial 156 W Elm Street Brockton, MA 02301	<a href="mailto:bema@cobma.us">bema@cobma.us</a>
Building	(508) 580-7150	James Plouffe, Superintendent of Buildings	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:building@cobma.us">building@cobma.us</a>
Cemetery	(508) 580-7833	Timothy Carpenter, Acting Superintendent of Cemeteries	Melrose Cemetery & Office 88 North Pearl Street Brockton, MA 02301	<a href="mailto:cemetery@cobma.us">cemetery@cobma.us</a>
City Clerk & Conservation Commission	(508) 580-7114	Timothy Cruise, City Clerk	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:cityclerk@cobma.us">cityclerk@cobma.us</a>
Council on Aging	(508) 580-7811	Janice B. Fitzgerald, Director	10 Father Kenney Way Brockton, MA 02301	<a href="mailto:coa@cobma.us">coa@cobma.us</a>
Elections Commission	(508) 580-7117	Cynthia Scrivani Executive Director	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:elections@cobma.us">elections@cobma.us</a>
Finance	(508) 580-7165	Troy Clarkson, Chief Financial Officer	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:financestaff@cobma.us">financestaff@cobma.us</a>
Fire Department	(508) 588-0585	Brian Nardelli, Chief	560 West Street Brockton, MA 02301	<a href="mailto:firerecords@cobma.us">firerecords@cobma.us</a>
Health	(508) 580-7175	Eno Mondesir, Executive Health Officer	60 Crescent Street Brockton, MA 02301	<a href="mailto:health@cobma.us">health@cobma.us</a>
Highway	(508) 580-7810	Patrick Hill, DPW Commissioner	301 Oak Hill Way Brockton, MA 02301	<a href="mailto:dpw@cobma.us">dpw@cobma.us</a>

Information Technology	(508) 580-7628	Edward Medeiros, Acting Director	Brockton High School 700 Belmont Street Brockton, MA 02301	<a href="mailto:itcenter@cobma.us">itcenter@cobma.us</a>
Law License Commission Traffic Commission	(508) 580-7110	Megan Bridges, City Solicitor	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:law@cobma.us">law@cobma.us</a>
Mayor's Office	(508) 580-7123	Robert F. Sullivan, Mayor	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:mayor@cobma.us">mayor@cobma.us</a>
Parking Authority	(508) 580-7838	Eric Akesson, Executive Director	60 School Street Brockton, MA 02301	<a href="mailto:parking@cobma.us">parking@cobma.us</a>
Parks and Recreation	(508) 580-7860	Timothy W. Carpenter, Superintendent of Parks	45 Meadow Lane Brockton, MA 02301	<a href="mailto:parks@cobma.us">parks@cobma.us</a>
Human Resources	(508) 580-7820	Sandi Charton, HR Director	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:hr@cobma.us">hr@cobma.us</a>
Planning	(508) 580-7113	Rob May, Director of Planning and Economic Development	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:planning@cobma.us">planning@cobma.us</a>
Police Department Personnel Internal Affairs	(508) 897-5223 (508) 897-5356	Sgt. Kevin Amaral Sgt. Kenneth Lofstrom	7 Commercial Street Brockton, MA 02301	<a href="mailto:kamaral@brocktonpolice.com">kamaral@brocktonpolice.com</a> <a href="mailto:klofstrom@brocktonpolice.com">klofstrom@brocktonpolice.com</a>
Police Department Accident Reports Incident Reports	(508) 897-5209 (508) 897-5214	Brenda Perez, Police Chief	7 Commercial Street Brockton, MA 02301	<a href="mailto:records@brocktonpolice.com">records@brocktonpolice.com</a>
Police Department Media Requests	(508) 941-0200 x419	Darren Duarte, Director of Community Outreach	7 Commercial Street Brockton, MA 02301	<a href="mailto:dduarte@brocktonpolice.com">dduarte@brocktonpolice.com</a>
Procurement	(508) 580-7191	Michael Morris, Chief Procurement Officer	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:procurement@cobma.us">procurement@cobma.us</a>
Public Library	(508) 580-7890	Paul Engle, Library Director	Brockton Public Library 304 Main Street Brockton, MA 02301	<a href="mailto:btlib@ocln.org">btlib@ocln.org</a>

Public Schools	(508) 580-7000	Bou Lim, Records Access Officer	43 Crescent Street Brockton, MA 02301	<a href="mailto:boulim@bpsma.org">boulim@bpsma.org</a>
Public Works	(508) 580-7135	Patrick Hill, DPW Commissioner	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:dpw@cobma.us">dpw@cobma.us</a>
Recycling Depot	(508) 580-7827	J. Patrick Sullivan, Contract Administrator	300 Oak Hill Way Brockton, MA 02301	<a href="mailto:dpw@cobma.us">dpw@cobma.us</a>
Tax Collector	(508) 580-7130	Martin Brophy, Treasurer/Collector	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:taxcollector@cobma.us">taxcollector@cobma.us</a>
Treasurer	(508) 580-7159			
Veterans' Services	(508) 580-7850	Kelly Young, Veterans' Services Director	War Memorial 156 W Elm Street Brockton, MA 02301	<a href="mailto:veterans@cobma.us">veterans@cobma.us</a>
Water Department	(508) 580-7865	Patrick Hill, DPW Commissioner	39 Montauk Road Brockton, MA 02301	<a href="mailto:dpw@cobma.us">dpw@cobma.us</a>
Weights and Measures	(508) 580-7120	Kevin Croker, Sealer of Weights and Measurers	Brockton City Hall 45 School Street Brockton, MA 02301	<a href="mailto:sealer@cobma.us">sealer@cobma.us</a>

Once your request has been received by the RAO, he or she must provide a response to your request within 10 business days (business days are Monday through Friday and do not include Saturdays, Sundays or legal holidays).

A RAO's response may include:

- Producing the requested record(s);
- Outlining what will be withheld or redacted because a specific statutory exemption may apply to the requested records permitting or requiring the records to be withheld in whole or in part;
- Identifying records being produced or intended to be produced and (if applicable) a detailed explanation of the reason(s) for the inability to provide the information within the allotted timeframe. The RAO has a total of 25 Business Days to provide a full response to your request unless: The RAO appeals to the Supervisor of Records (Secretary of State) for good cause, or you the requestor, grant additional time to comply in writing.
- Asking for further clarification or suggesting a modification to your request if it can reduce time and cost;
- If fees are going to be charged, providing an itemized good-faith estimate.

Consider how you may narrow the scope of your request to expedite the production process. The first two hours of work performed to respond to a public records request will be performed at no cost. After that, the city may charge up to \$25.00 per hour. The city may charge up to \$0.05 for

black and white paper copies and may charge the actual cost of electronic storage devices (i.e. DVDs, memory sticks, etc..).

Additional Links:

Guide to Public Records Law

<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>

Guide to Making a Request for Public Records

<http://www.sec.state.ma.us/pre/prereq/reqidx.htm>

Guide to Appealing a Denial of Access to Public Records

<http://www.sec.state.ma.us/pre/preapp/appidx.htm>

Updated Public Records Law

<https://www.sec.state.ma.us/pre/prenotice.htm>

Electronic Records management Guidelines

[http://www.sec.state.ma.us/arc/arcpdf/Electronic\\_Records\\_Guidelines.pdf](http://www.sec.state.ma.us/arc/arcpdf/Electronic_Records_Guidelines.pdf)

Public Records Access, 950 CMR 32

<https://www.mass.gov/regulations/950-CMR-3200-public-records-access>

Access to Public Records maintained by the Secretary of the Commonwealth

<http://www.sec.state.ma.us/pre/preidx.htm>