

Roxbury Preparatory Charter School (Roxbury Prep) complies with the following in order to abide by the Massachusetts Public Records Law, Chapter 66, Section 10 of the Massachusetts General Laws:

### Records Access Officer (RAO)

The contact information for the RAO is:

Oliver Truog

Roxbury Preparatory Charter School

206 Magnolia Street,

Dorchester, MA 02121

(617) 858-2301

[publicrecords@roxburyprep.org](mailto:publicrecords@roxburyprep.org)

The role of the RAO is to:

- Coordinate Roxbury Prep's response to requests for access to public records;
- Assist individuals seeking public records in identifying the records requested;
- Assist the custodian of records in preserving public records; and
- Prepare guidelines that enable requestors to make informed requests.

### Requests

Requests for school records or information from Roxbury Prep must be submitted to the RAO or to his/her designee(s). Within 10 business days of the receipt of a request the RAO will do one of the following:

- Provide the requested records;
- Provide an itemized good faith fee estimate;
- Provide a denial because the school does not possess the record;
- Provide a denial because an exemption to the public records law applies (see Exemptions below); or
- Provide a denial because the request is unduly burdensome.
  - A reasonable timeline no later than 15 business days will be provided;
  - A reasonable modification of the request to make the request less burdensome can be provided.

The RAO may petition the Supervisor of Records for an extension if they are unable to grant access to the requested public records in this time period.

The RAO will provide public records to a requestor in an electronic format *unless* the record is not available in an electronic format or the requestor does not have the ability to receive or access the records in a useable electronic format.

### Fees

The Supervisor of Records' Public Access Regulations allow RAOs to charge **5 cents** for black and white paper copies or computer printouts of public records for both single and double-sided sheets. If a response to a public records request requires more than 4 hours of employee time, the **RAO** may assess a fee of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregate, redact or reproduce a requested record, not to exceed \$25/hour.

**Petitions**

The Requestor may petition the Supervisor of Records within 90 calendar days of a response from the RAO or the original request if the RAO failed to respond. The Requestor may also file suit in Superior Court, whether or not a petition is filed with the Supervisor of Records.

**Exemptions**

The school may deny access to requested records if:

- Such records are specifically or by necessary implication exempted from disclosure by statute;
- Such records are related solely to internal personnel rules and practices of the government unit, provided however, that such records shall be withheld only to the extent that proper performance of necessary governmental functions requires such withholding;
- Such records are personnel and medical files or information; also any other materials or data relating to a specifically named individual, the disclosure of which may constitute an unwarranted invasion of personal privacy;
- Such records are inter-agency or intra-agency memoranda or letters relating to policy positions being developed by the agency; but this subclause shall not apply to reasonably completed factual studies or reports on which the development of such policy positions has been or may be based;
- Such records are notebooks and other materials prepared by an employee of the commonwealth which are personal to him and not maintained as part of the files of the governmental unit;
- Such records are investigatory materials necessarily compiled out of the public view by law enforcement or other investigatory officials the disclosure of which materials would probably so prejudice the possibility of effective law enforcement that such disclosure would not be in the public interest;
- Such records are trade secrets or commercial or financial information voluntarily provided to an agency for use in developing governmental policy and upon a promise of confidentiality; but this subclause shall not apply to information submitted as required by law or as a condition of receiving a governmental contract or other benefit;
- Such records are proposals and bids to enter into any contract or agreement until the time for the opening of bids in the case of proposals or bids to be opened publicly, and until the time for the receipt of bids or proposals has expired in all other cases; and inter-agency or intra-agency communications made in connection with an evaluation process for reviewing bids or proposals, prior to a decision to enter into negotiations with or to award a contract to, a particular person;
- Such records are appraisals of real property acquired or to be acquired until (1) a final agreement is entered into; or (2) any litigation relative to such appraisal has been terminated; or (3) the time within which to commence such litigation has expired;
- Such records are questions and answers, scoring keys and sheets and other materials used to develop, administer or score a test, examination or assessment instrument; provided, however, that such materials are intended to be used for another test, examination or assessment instrument;

- Such records are blueprints, plans, policies, procedures and schematic drawings, which relate to internal layout and structural elements, security measures, emergency preparedness, threat or vulnerability assessments, or any other records relating to the security or safety of persons or buildings, structures, facilities, utilities, transportation or other infrastructure located within the commonwealth, the disclosure of which, in the reasonable judgment of the record custodian, subject to review by the supervisor of public records under subsection (b) of section 10 of chapter 66, is likely to jeopardize public safety;
- Such records are the home address and home telephone number of an employee of the judicial branch, an unelected employee of the general court, an agency, executive office, department, board, commission, bureau, division or authority of the commonwealth, or of a political subdivision thereof or of an authority established by the general court to serve a public purpose, in the custody of a government agency which maintains records identifying persons as falling within those categories; provided that the information may be disclosed to an employee organization under chapter 150E, a nonprofit organization for retired public employees under chapter 180, or a criminal justice agency as defined in section 167 of chapter 6;
- Such records are the name, home address and home telephone number of a family member of a commonwealth employee, contained in a record in the custody of a government agency which maintains records identifying persons as falling within the categories listed above.

**Electronic Records**

The RAO will provide electronic copies of commonly requested records, including: annual reports, minutes of open meetings and budgets. These records can be found at [www.roxburyprep.org](http://www.roxburyprep.org).