



Somerset Public Schools Public Records Request Fee Schedule

Please refer to www.sec.state.ma.us/pre/prepdf/guide for the complete Guide to Massachusetts Public Records Law.

All public records request should be directed to the Records Access Officer, Robin Vaccaro, at vaccaror@sbregional.org

Public Records Request Fee Schedule

Public Records Request responses must include a good faith estimate of any costs of providing the record per MA General Law. Fees are assessed on a case-by-case basis. A municipality is permitted to require payment of the estimated fee before commencing work.

Hard Copies	No more than \$0.05 per page for single and double-sided black and white paper copies or computer printouts.
Electronic Copies	No fee is permitted for electronic records. Provisions of public records in electronic form is preferred where available.
Staff Fees	The hourly rate for the search and segregation of records will be \$25 per hour. Per law, municipalities with a population of over 20,000 may not charge for the first 2 hours of time spent searching for, compiling, segregating, redacting and reproducing a requested record; Somerset's population is 17,105 as of August 7, 2019. Records Access Officers may petition the Supervisor of Records with respect to assessing fees in excess of the maximum hourly rate of \$25 per hour.
Response to Requests	The Records Access Officer must respond to requests within ten business days. The Records Access Officer may offer to provide records; provide a fee estimate, where applicable, or deny access to records in a manner consistent with MA General Laws, Chapter 66, Section 10 (a-b). The Records Access Officer may also petition for an extension of time to provide public records.
Exemptions	The statutory definition of "public records" contains exemptions providing the basis for withholding records completely or in part. The exemptions are strictly and narrowly construed. Please refer to the Public Records Request guide for details.
Appeals	If the Records Access Officer fails to respond or denies a request, a requester may appeal the matter to the Supervisor within ninety days.