



DOUGLAS SCHOOL DEPARTMENT

Public Records Request Form

Lauren M. Tibbetts
Records Access Officer (RAO)
Douglas Public Schools Central Office
21 Davis Street
Douglas, MA 01516
508-476-7901
ltibbetts@douglasps.net

Your Name: _____

Your Company: _____

Contact Information:

Address:

Telephone No: _____ (day) _____ (other) _____

Email address: _____

I am requesting to (check one):

- Inspect the following public records
 Receive copies of the following public records

Please describe in detail the public records you are seeking:

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This request will be processed pursuant to the amended Massachusetts Public Records Law, Chapter 121 of the Acts of 2016 <https://www.malegislature.gov/laws/sessionlaws/acts/2016/chapter121> as published by William Francis Galvin, Secretary of the Commonwealth. Records will generally be provided in electronic format within 10 business days barring an exception. In this case the Records Access Officer will contact the requestor with an explanation for the delay and a good faith estimate of any fees that may be charged for the production of the records and a reasonable timeframe for when the records will be provided, which generally will not exceed 25 business days from the initial request. The alternate RAO for the Douglas Public School District is Kevin Maines, Interim Superintendent of Schools, kmaines@douglasps.net.

Fees:

It is recognized that the RAO may charge 5 cents for black and white paper copies or computer printouts of public records for both single and double sided sheets. Beginning January 1, 2017 if a response to public records request requires more than 2 hours of employee time, an agency 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. However, the fee shall not exceed \$25.00 per hour.

Signature of requestor: _____