PUBLIC RECORDS LAW

Public Records

**Please note that some of the attached websites are not up to date. As soon as the Secretary of States website are updated, these will be updated.**

In July of 2016, Gov. Charles Baker signed a bill, Chapter 121 of the Acts of 2016, “An Act to Improve Public Records”. This Bill took effect on January 1, 2017. Listed below are the Records Access Officers for the Town of Hatfield, also known as “RAO”:

Chief RAO: Town Clerk, Lydia Szych
townclerk@townofhatfield.org
School Department RAO: Brenda Kempisty
bkempisty@hatfieldps.net
Police Department RAO: Lt. Michael Dekoschak
mdekoschak@hatfieldpolice.com
Fire Department RAO: Chief Stephen Gaughan
sgaughan@townofhatfield.org
General RAO: TA, Marlene Michonski
townadministrator@townofhatfield.org

Attached are helpful links:

- Updated Public Records Law: [Click Here](#)
- A Guide to Massachusetts Public Records Law: [Click Here](#)
- Making a Request for Public Records: [Click Here](#)
- Appeal a Denial of Access to Public Records: [Click Here](#)
- Electronic Records management Guidelines: [Click Here](#)
- Public Record Appeal Status: [Click Here](#)
- Public Records Access, 950 CMR 32: [Click Here](#)

The form "Public Records Request Form", follows below; print it, fill it out and send to either to the Town Clerk's Office or the proper department.

If you have any questions, please do not hesitate to contact the Town Clerk’s office.
PUBLIC RECORDS REQUEST FORM

All public records request will be responded to within ten (10) days after receipt of request. Responses may indicate further time is necessary, additional information is required, or an estimate of fees required to fulfill the request, as examples.

Pursuant to Public Records Law all exemptions will be redacted from any and all material being released.

Date of Request: ______________________

Detailed Description of Information you Are seeking:

Requestors Information:

Name of Requestor: ______________________

Firm / Company: ______________________

Address: ______________________

City: ______________________ State: ________ Zip: ________

Phone number: ______________________ Fax number: ______________________

Email: ______________________

Please be as specific as possible when requesting information:

☐ COPY OF RECORDS (.05 per page plus search, redact and/or copy fee)

☐ OTHER / ADDITIONAL INFORMATION:

OFFICE USE: Received by: __________ Initial Response: __________ Subsequent Reviews: __________

Fees: __________ Paid: __________ Records Provided: __________