



TOWN OF KINGSTON PUBLIC RECORDS ACCESS GUIDELINES

Effective January 1, 2017, the Massachusetts Public Records Law, G.L. c.66 and c.4, §7(26) provides that a municipality must, within 10 business days (Monday through Friday, excluding legal holidays), respond to a request for records by providing access to or a copy of such records, or explaining any delay or denial. These guidelines are intended to assist members of the public seeking access to public records in the custody of the Town of Kingston.

Records Access Officer (RAO): Paul M. Gallagher, Town Clerk
pgallagher@kingstonmass.org 781-585-0502

Business Hours: Mon, Wed, Thurs, 8:30am-4:30pm Tues 8:30am-7:30pm Fri 8:00am-12:00pm

"A Guide to the Massachusetts Public Records Law" can be found at:

www.sec.state.ma.us/pre/prepdf/guide.pdf

Any person may make a public records request

in person at: Town House, 26 Evergreen Street, Kingston MA 02364
by fascimile at: 781-585-0542
by email at: pgallagher@kingstonmass.org

- * If fees will be assessed, a written estimate will be provided to the Requestor.
- * Requests will be fulfilled within 10 days. Otherwise a written statement will be provided to the Requestor with explanation of extension or denial.
- * If the information requested is readily available on the Towns website, the Requestor will be directed so.
- * The RAO is only responsible for providing records specifically required by Town By-Law of State mandate.
- * Records will only be available within the guidelines of the Massachusetts Municipal Records Retention Schedule. (available at sec.state.ma.us)
- * Exemptions are available at sec.state.ma.us

FEES MAY APPLY IN ACCORDANCE WITH STATE GUIDELINES.