

# Public Records Request

## PUBLIC RECORD REQUESTS – RECORDS ACCESS OFFICER (RAO)

In accordance with the amended state public records law, Chapter 121 of the Acts of 2016, the City of Haverhill has designated City Clerk Linda Koutoulas, as the person responsible for responding to public records requests for all Departments, except the Haverhill Police Department and Haverhill Public Schools. The appointed alternate RAO for the City of Haverhill (excepting Police and Schools) is Assistant City Clerk Laura Angus. Ms. Koutoulas may be contacted at 978-374-2312 or via email at [cityclerk@cityofhaverhill.com](mailto:cityclerk@cityofhaverhill.com) or [publicrecordsrequest@cityofhaverhill.com](mailto:publicrecordsrequest@cityofhaverhill.com). The Haverhill City Clerk's Office is located in Haverhill City Hall, Room 118, Four Summer Street, Haverhill, MA 01830.

The Haverhill Police Department has designated Captain Michael Wrenn as the person responsible for responding to public records requests for the Haverhill Police Department. The appointed alternate RAO for the Haverhill Police Department is Lieutenant John Barbieri. Captain Wrenn may be contacted at 978-373-1212 or via email at [publicrecordsrequest@haverhillpolice.com](mailto:publicrecordsrequest@haverhillpolice.com). The Haverhill Police Department is located in Haverhill Police Department, 40 Bailey Boulevard, Haverhill MA 01830.

The Haverhill Public Schools has designated Mr. Brian O'Connell, Business Manager as the person responsible for responding to public records requests for the Haverhill Public Schools. The appointed alternate RAO for the Haverhill Public Schools is Mr. James F. Scully, Superintendent of Schools. Mr. O'Connell may be contacted at 978-374-3408 or via email at [RAO@haverhill-ps.org](mailto:RAO@haverhill-ps.org). The Haverhill Public Schools Central Administrative Offices are located in Haverhill City Hall, Room 104, Four Summer Street, Haverhill MA 01830.

The Haverhill Retirement Board's Records Access Officer is Scenia Saintcyr, may be contacted as follows: Haverhill Retirement Office, 4 Summer Street, Room 303, Haverhill, MA 01830; fax #: 978.374.2353; email: [sromulus@haverhillretirement-ma.org](mailto:sromulus@haverhillretirement-ma.org).

The duties of the Records Access Officer are established by statute and include:

- Coordinating Haverhill Public Schools' response to public records requests;
- Assisting individuals who seek records to identify the records sought;
- Assisting the custodian of records to preserve public records in accordance with the law;
- Preparing, posting online and periodically updating guidelines to enable the public to make informed public records requests; and
- Documenting, in compliance with c. 66 § 6A(e), specific information about each request made for public records.

Please contact the Records Access Officer in writing regarding public records requests for documents pursuant to A Guide to the Massachusetts Public Records Law, <https://www.sec.state.ma.us/pre/prepdf/guide.pdf> 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.

For questions or more information, please feel free to contact the above named RAOs.