



# TOWN OF HALIFAX

## COMMONWEALTH OF MASSACHUSETTS

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### Board of Health

499 Plymouth St., Halifax, MA 02338

\*Telephone (781) 293 6768 \*Fax (781) 293 1738

### **Public Records Request and Standard Operating Procedure Policy**

*The appointed Record Access Officer for The Board of Health is Health Agent Robert Valery.*

On 03/08/2021 the Board of Health voted to demonstratively exercise control over the office under a written policy for Standard Operating Procedures for Public Record request for non-Board of Health staff members in the Board of Health.

- Information request can be verbal or written.
  - If the request is a verbal request, a BOH staff member will write the request on the BOH Public Request Form.
- If the BOH staff is unavailable to immediately fulfill a records request, an appointment will be made for a future time and/or date.
- Requestor will be taken to Meeting Room 1 or another similar location to review records.
- A BOH staff member will remain in the room at all times to assist with anything the requestor may need.
- Once requestor is finished with their review, a BOH staff member will return files to the Board of Health office and lock and secure the meeting room location.

The Board of Health will follow the Massachusetts General Law (Chapter 66, Section 10) Public records Law and its Regulations.”

A motion was made to adopt the new Public Records Request and Standard Operating Procedure for non-Board of Health staff members.

**Motion: Alan Dias**

**Second: John Weber**

**Unanimous vote on the motion**