

**REQUIRED POSTING PURSUANT TO THE
PUBLIC RECORDS LAW – CHAPTER 121
OF THE ACTS OF 2016 AND 950 CMR 32.04 (4)**

This is to serve as notification that Laurie Burton, Executive Director is the Records Access Officer for the Newburyport Retirement System.

The Records Access Officer has the following responsibilities:

- Coordinate the retirement board's response to requests for access to public records;
- Assist individuals seeking public records in identifying the records requested;
- Assist in preserving public records;
- Prepare guidelines that enable requestors to make informed requests;
- Permit inspection or furnish a copy of a requested public record within **10 business days** following receipt of the request;
- Limit fees to **5 cents** per page for black and white paper copies or computer printouts of public records for both single and double-sided sheets;
- If a response to a public records request requires more than 4 hours of employee time, I may assess a fee of \$25 an hour.

In the event that of any failure to comply with a requirement of the Public Records Law, a requestor may file an appeal with the Supervisor of Records who will then issue a determination on the public status of the records within **10 business days** of receipt of the request for an appeal. Appeals may be filed with the Supervisor of Records, Division of Public Records- Office of the Secretary of the Commonwealth, One Ashburton Place, Room 1719, Boston, Massachusetts 02108 or pre@sec.state.ma.us.

If you have any questions, please contact the Public Records Division at 617-727-2832 or pre@sec.state.ma.us.

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