

## **Boston Public Health Commission Public Records Requests**

The Boston Public Health Commission's ("BPHC") Office of General Counsel ("OGC") acts on behalf of BPHC, as BPHC is the custodian of certain public records under the state Public Records Law, which is primarily section 7(26) of Chapter 4 and section 10 of Chapter 66 of the General Laws. BPHC has designated the OGC as BPHC's Records Access Officer. Consistent with BPHC policy, to make a request, whether written or verbal, to inspect or copy public records in the custody of BPHC, you must direct your request to the Office of General Counsel, Boston Public Health Commission, 1010 Massachusetts Avenue, 6<sup>th</sup> Floor, Boston, Massachusetts 02118, Attention: [Records Access Officer](#).

Requests to inspect or receive a copy of public records may be made either verbally or in writing. BPHC strongly encourages that requests are made in writing, as this helps confirm between BPHC and you an understanding of the documents that are sought and also, should you find that you are not satisfied with BPHC's response to your request, only requests made in writing may be appealed to the Supervisor of Public Records at the Public Records Division of the Secretary of the Commonwealth.

BPHC will make a thorough effort to review and respond to your request, recognizing that a prompt and appropriate response to such requests is consistent with good government. Please note that BPHC addresses these requests only under the state Public Records Law, and not the federal Freedom of Information Act ("FOIA"), as FOIA applies only to the federal government and does not apply to the Commonwealth. Upon receipt, BPHC's OGC shall review your request and shall advise you of the estimated actual cost to comply with your request in accordance with section 10 of Chapter 66 of the General Laws. Once BPHC notifies you in writing of the estimated actual cost and payment is received by BPHC, BPHC will consolidate the records for you to view or receive a copy, as requested. BPHC may withhold documents that are exempt from disclosure under the law, but will notify you if it does so. If you seek to appeal BPHC's response to your request, and only if you made your request in writing, you may file an appeal to the Supervisor of Public Records at the Public Records Division of the Secretary of the Commonwealth in accordance with the Public Records Law and the Public Records Access regulations (950 CMR 32.00).