

**POLICY**  
**Great Barrington Housing Authority**  
**Office Procedures for In-Person Public Records Viewing**

- Appointments to view documents required.
- Appointments will be set by the office staff so as not to impede the flow of the regular office workload.
- Visitors transacting business with the housing authority will be guided to the larger common room.
- A maximum time limit of 30 minutes per meeting, so long as it does not interfere with the normal operation of the Administrative office; in which case, a second appointment will have to be made.
- Only one person/requestor at a time will be allowed to view public documents due to the limited staffing resources.
- GBHA may charge for the time it takes to research and compile the documents requested in accordance with the public records statute.

Under subsection (d) (i) and (ii) of G.L. c. 66, § 10A, (i) the actual cost of any storage device or material provided to a person in response to a request for public records under subsection (a) may be included as part of the fee, but the fee assessed for standard black and white paper copies or printouts of records shall not exceed 5 cents per page, for both single and double-sided black and white copies or printouts; (ii) *if an agency is required to devote more than 4 hours of employee time to search for, compile, segregate, redact or reproduce the record or records requested, the records access officer may also include as part of the fee an hourly rate equal to or less than the hourly rate attributed to the lowest paid employee who has the necessary skill required to search for, compile, segregate, redact or reproduce a record requested, but the fee (A) shall not be more than \$25 per hour; (B) shall not be assessed for the first 4 hours of work performed;*

- An advanced list of the specific documents to be reviewed will be required ten (10) business days before the appointment.
- Any inspection of documents undertaken in the common room will be supervised by a proctor.

- If documents are proprietary in nature, then they are not ‘public records’ and the requestor is not entitled to view them at all. Copies can be requested and be available to the requestor within a reasonable amount of time.

This policy is intended to comply with the Mass Public Records statute. Should any provision be found not to be in compliance, it shall not invalidate the policy in its entirety.

Approved by the Board of Commissioners  
Great Barrington Housing Authority  
August 26, 2021