



TOWN OF ASHBURNHAM

*Town Hall, 32 Main Street
Ashburnham, Massachusetts 01430
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Town Clerk's Office*

Records Access Officer

In accordance with the amended state public records law, Chapter 121 of the Acts of 2016, the Town of Ashburnham has designated Michelle Johnson, Town Clerk, as the person responsible for responding to public records requests.

Mrs. Johnson can be contacted at (978) 827-4100 x 114 or via email at mjohnson@ashburnham-ma.gov. Town Hall is located at 32 Main Street in Ashburnham, MA.

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

- Coordinating Ashburnham's 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 the case of an exception, 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 Mrs. Johnson.