



**Spencer East Brookfield Regional School District**  
**306 Main Street, Spencer, Massachusetts 01562**  
**Telephone (508) 885-8500 \* Fax (508) 885-8504**  
**Web: [www.sebrsd.org](http://www.sebrsd.org)**

**PUBLIC RECORD REQUESTS – RECORDS ACCESS OFFICER (RAO)**

In accordance with the amended state public records law, Chapter 121 of the Acts of 2016, the Spencer-East Brookfield Regional School District has designated Melissa Farrow, Executive Assistant to the Superintendent, as the person responsible for responding to public records requests.

Ms. Farrow may be contacted at 508-885-8500 or via email at [farrowm@sebrsd.org](mailto:farrowm@sebrsd.org). The Spencer-East Brookfield Regional School District Central Administrative Offices are located at 306 Main Street in Spencer.

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

- Coordinating Spencer-East Brookfield Regional School District'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), <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 this case, 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 Melissa Farrow.