

---

## NEW BEDFORD HOUSING AUTHORITY

### OPERATIONS MANUAL

**DATE:** July 3, 2017 **Release No. 37**  
**TO:** ALL EMPLOYEES  
**SUBJECT:** Public Records Request  
**REPLACES:** N/A

---

The New Bedford Housing Authority will be responsive to all public records requests while still maintaining the confidentiality of records as required by law. All governmental records are public records that are subject to mandatory disclosure upon request.

Exemptions from these requests include:

- personnel and medical files
- investigatory materials compiled out of the public view by law enforcement
- proposals and bids to enter into a contract or agreement until the time the bids are publicly opened.
- Appraisals of real property acquired or to be acquired
- Any record likely to jeopardize public safety
- The home address, personal email or home telephone number of any employee

All requests must be made in writing and must include the following:

- Date of Request
- Full Name of requestor
- Phone Number of requestor
- Mailing address of requestor
- A detailed list of records being requested
- How the requestor will view the records

All requests can be mailed or dropped off at the New Bedford Housing Authority, 128 Union Street, 4<sup>th</sup> floor, New Bedford, MA 02740. The request should be to the attention of the Records Access Officer, Wendy Mendoza-Rivera. The requestor will receive an acknowledgement of the request within 3 business days. The requested information will be available within 10 business days of the request. The Housing Authority will charge a fee of .05 per copy.

A log of all requests will be kept by Records Access Officer.