



Town of Dighton
Commonwealth of Massachusetts

Guidelines for Public Records Law Requests

Requests for Public Records from the Town of Dighton may be made: orally, by mail, email, facsimile, or hand delivered to the Records Access Officer. Public Records request forms are available on the Town of Dighton's website or at the Town of Dighton Clerk's office. All requests should be sent to: Shara Costa, Town Clerk/RAO at the Town of Dighton, 979 Somerset Avenue, Dighton, MA 02715, orally to Shara Costa, telephone number 774-872-0915, or emailed to townclerk@dighton-ma.gov. **Orally is not preferred by the RAO, in writing is always best for such requests.** The Records Access Officer will be available to the public during regular office hours: Monday, Tuesday, and Thursday: 7:30AM to 4:30PM Wednesday: 7:30AM to 5:30PM.

Under the updated Public Records Law and Regulations, RAOs may request an extension from the Supervisor of Records if more time is needed to provide records. Such a request for extension must occur within 20 business days of receipt of request or within 10 business days after receipt of a determination by the Supervisor of records that the requested record constitutes a public record. The Supervisor may grant an extension of 30 business days to a municipality, or longer depending on the circumstances. The Records Access Officer/Town Clerk will assist the requestor in identifying the records that they seek.

If the request is submitted to the Town Clerk's office by the requestor, the Records Access Officer/Town Clerk will forward the request to the appropriate department who has possession of the information being requested. If the request is sent directly to a department other than the Town Clerk, the department will notify the RAO/Town Clerk of the request immediately upon receipt of the request.

The following is a general list of categories of public records maintained by the Town of Dighton:

- Meeting Notices
- Agendas Minutes of Department
- Committees Open Meetings Town Meeting

- Election Warrants Annual Reports Town Budgets Voter Information
- Street Listings
- Town and Zoning By-Laws
- Elections Records
- Notice of Hearings
- Final opinions and decisions from proceedings of the Town of Dighton Boards/Committees
- Winning Bids for Public Contracts
- Awards of Municipal Government Grants
- Contracts Liquor Licensing Personnel Policies
- Handbook
- Audits
- Payroll Records
- Accounts Payable-Vendors,
- Billing information Real Estate/Excise/Personal Property

The Public Records Law is always subject to change. Please see the Massachusetts Secretary of States Website / Public Records Law for the most up to date information.

Respectfully,

Shara Costa

Town Clerk

774-872-0915

scosta@dighton-ma.gov