



MASSACHUSETTS HOUSING PARTNERSHIP

Public Records Request

The Massachusetts Housing Partnership Fund Board (“MHP”), d/b/a the Massachusetts Housing Partnership, an instrumentality of the Commonwealth of Massachusetts, provides these Public Records Law Guidelines (“Guidelines”) pursuant to Massachusetts General Laws Chapter 66 and Chapter 4, §7(26) (the “Public Records Law”) to assist the public in obtaining access to MHP’s public records.

All MHP records, including any papers, e-mails or other documentary materials or data, regardless of physical form or characteristics, are available to the public unless exempted by the Public Records Law.

MHP has designated a Records Access Officer (“RAO”) to coordinate MHP’s response to requests for access to MHP’s public records.

Public record requests (each, a “PRR”) should be submitted via email to mhpublicrecordsrequest@mhp.net in order to ensure that MHP’s RAO accurately and completely responds to each request.

A PRR should include a reasonable description of the specific records being requested. Consider how you can narrow the scope of your request to expedite the production process. The first four hours of work performed to respond to a PRR will be performed at no cost. After that, the agency may charge up to \$25 per hour.

Public agencies must adhere to the law requiring them to secure personally identifiable information and prevent unwarranted invasions of privacy. Documents containing such information must be redacted carefully before releasing which often extends the time needed to respond to a PRR. Consider how you might revise your PRR to exclude records containing such information.

The public records maintained by MHP include, but are not limited to, records relating to the following:

- MHP’s Community Assistance Programs
- MHP’s Rental Financing Programs
- MHP’s Homeownership Programs
- MHP’s Center for Housing Data Programs

FAQs

Q. How long will it take to obtain the records I seek?

A. Unless the records are exempt from disclosure, MHP must provide you with an opportunity to review the records or a copy of the available records within 10 business days of your request. In certain circumstances, MHP reserves the right to extend the response time for a public records request.



Q. How will I receive my records?

A. In most cases, MHP will send you the records you seek as an attachment in an e-mail or several emails if necessary. If that is not possible, MHP will mail you a copy or find a mutually agreeable method of delivery.

Q. How much will the records cost?

A. In most cases, MHP will provide the record free of charge, as long as your request is straight forward, and we are able to send you the documents as an attachment to an e-mail. If your request is extensive, MHP may charge you a fee for your request. The public records law allows for a fee of \$0.05 per page for white regular sized paper copies. In addition, the first 4 hours of employee time spent compiling your request is free, after that MHP may charge a maximum of \$25/per hour.

Additional Resources

[An Act to Improve Public Records](#)

[A guide to Massachusetts Public Records Law](#)

[Appealing a Denial of Access to Public Records in Massachusetts](#)