

Pursuant to Chapter 121 of the Acts of 2016, An Act to Improve Public Records, Mary G. Baronas has been appointed as the Records Access Officer (RAO) for the Hampshire County Retirement System.

The Board routinely posts commonly sought documents on its website [www.hampshireretirementma.org](http://www.hampshireretirementma.org) that are immediately available for inspection including but not limited to Board Meeting Notices, Agendas, and Minutes, Valuation Reports, Annual Statements, Audit Reports, and Statement of Investment Objectives.

In addition, the following information may also be accessed on the Public Employee Retirement Administration Commission's ("PERAC") website at [www.mass.gov/perac/](http://www.mass.gov/perac/) : Annual Reports, Appropriation Data, PERAC Audit Report, Funding Schedules, Local Options, Supplemental Regulations, Most Recent Valuation as well as PERAC regulations regarding elections, request for access of personal information, regular compensation and standard rules for disability retirement.

Requests for Public Records may be made orally or in writing, in person, by telephone, first class mail, email or fax.

Please address all requests for Public Records to:

Mary G. Baronas, Records Access Officer  
Hampshire County Retirement System  
99 Industrial Drive, Suite 2  
Northampton, MA 01060-2326  
Tel: (413) 584-9100  
Fax: (413) 587-9396  
Email: [mary@hampshireretirementma.org](mailto:mary@hampshireretirementma.org)

Please be as specific as possible with respect to the type of records you seek, by identifying the document by name or documents that contain the specific information you seek.

Upon receipt of your public records request, the RAO will respond to your inquiry within ten (10) business days from the date it is made (orally) or the next business day following the date it is received (if made in writing). The RAO's response may be an itemized good faith estimate as to the cost of producing the documents requested, which may include a charge of \$.05 per page and an hourly fee not to exceed \$25 per hour for the time spent searching for, compiling, segregating, redacting and reproducing a requested record. If a fee is charged, payment must be made prior to the production of documents. Once the Board receives the fee, the documents will be produced. If a fee is assessed, and you demonstrate the lack of financial ability to pay the fee, the RAO has the discretion to waive the fee.

If you are denied access in whole or in part to a record sought, you will be provided with written notice of the denial and your right to appeal the RAO's decision to the Supervisor of Public Records. Any such appeal must be filed within 90 days of receiving the RAO's denial. However,

please note that the Supervisor of Public Records will not entertain any appeal of a denial to produce records unless the request for public records is in written form.