



**INSTRUCTIONS AND FEES FOR COPIES
OF PUBLIC AND TENANT RECORDS**

Requests for public records may be made either orally or in writing. Written requests may be submitted in person or by mail. The Salem Housing Authority shall comply with a request as soon as practicable and within 10 business days.

Written authorization from a tenant, a copy of which will be inserted into the tenant's file, is required in order to give out any information from that tenant's file to any other authorized individual other than that tenant. There is no charge for the time spent by an SHA employee for time spent accessing tenant records.

The SHA will charge \$.05 per page for black and white paper copies or computer printouts of public records for both single and double-sided sheets

If a response to a public records request requires more than 2 hours of employee time, the SHA will assess a fee of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregate, redact, or reproduce a requested record. However, the fees shall not exceed \$25.00 an hour, unless approved by the Supervisor of Records.

Cathy Hoog, Executive Director, has been designated as the Chief Executive Officer and Records Access Officer.

Photocopies of a Public Record:

Number of pages _____ x \$.05 per page = \$ _____

Search time of Public Records in excess of 2 hours (Hourly rate of lowest paid employee capable of performing task). Tenant records are excluded:

Number of hours _____ x \$ _____ per hour = \$ _____

Copies of Public Records not susceptible to ordinary means of reproduction.

Actual cost incurred = \$ _____

TOTAL DUE: \$ _____

Adopted by the SHA Board of Directors: February 14, 2018
Amended by the SHA Board of Directors: December 9, 2020



John A. Boris, Chairman
Kimberley Driscoll, Vice Chairman
Charity Lezama, Treasurer
Benjamin Shallop, Assistant Treasurer
Sue Kirby

Cathy Hoog, Executive Director

EXTRACT FROM THE MINUTES OF THE
REGULAR MEETING OF THE BOARD MEMBERS OF THE
SALEM HOUSING AUTHORITY HELD ON
WEDNESDAY, DECEMBER 9, 2020 AT 6:00 P.M.

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in a REGULAR MEETING at the office of the Authority, 27 Charter Street in the City of Salem, Massachusetts on WEDNESDAY, DECEMBER 9, 2020 at 6:00 p.m., the place, hour, and date duly established for the holding of such meeting.

This meeting was held via Zoom Meeting.

The meeting was called to order at 6:00 p.m. by John A. Boris, Chairman and upon a roll call, the following answered present:

Present

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Absent

Also Present: Cathy Hoog, Executive Director and Gary Dean, Director of Maintenance, Debra A. Tucker, Assistant Executive Director, Anne Cameron, Executive Assistant, Jacqueline Guzman, Director of Leased Housing and Maureen Thomas, Director of Public Housing

The Chairman declared a quorum present.

MOTION

The following resolution was introduced by John A. Boris, Chairman, read in full, and considered:

Kimberley Driscoll moved to appoint Cathy Hoog, Executive Director and Chief Executive Officer as the Records Access Officer for the Salem Housing Authority. Charity Lezama seconded the motion and the vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

The Chairman thereupon declared the motion carried.

| Board Extracts of Regular Meeting of 12/09/20

