



# *TOWN OF NATICK MASSACHUSETTS*

MELISSA A. MALONE  
TOWN ADMINISTRATOR

## Memorandum

To: Board of Selectmen

From: M.Malone

cc: Kathy Lentini, Bill Chenard, John Townsend, and Diane Packer

Date: August 16, 2019

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On June 27, 2019, the Town Clerk sent correspondence to the Chair of the Board of Selectmen regarding her appointment as the “Super Records Access Officer” and provided subsequent information on July 6, 2019. The Board of Selectmen discussed this issue on July 8, 2019 and July 29, 2019. During the discussion, it was noted that every Town department has a Records Access Officer designated.

Along with individuals designated within Town departments as “Records Access Officer,” the Town has a Communications Information Officer (CIO), Kathy Lentini. Beginning September 3, 2019, Ms. Lentini will serve as the Town of Natick’s Records Access Officer, and will work with the designated Town departments’ Records Access Officers to assist with records requests that are received. Between now and September 3, 2019, Town Administration will work to ensure that Ms. Lentini is provided with the necessary credentials to oversee the software program that tracks requests for public records. We will also ensure that the software program captures the designated Records Access Officers in each department.

As the Town’s Records Access Officer, Ms. Lentini’s contact information will be appropriately noticed and we will ensure that each department has its Records Access Officer listed on their respective web page as well.