

Freedom of Information Act Requests

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It is the goal of Boston EMS to ensure the public prompt access to all public records within its custody. In order to ensure compliance with the requirements of M.G.L. c. 66, s. 10, the Department is promulgating the following procedure:

1. All requests to examine or obtain copies of public records made pursuant to M.G.L. c. 66, s. 10 (the Law) shall be immediately forwarded to the Professional Standards Division. Requests received by mail in headquarters shall be immediately brought to the attention of the Professional Standards Division. Should the Dispatch Operations Center receive a request for public records, that request shall be immediately faxed to the Professional Standards Division at EMS Headquarters.
2. The Commander of the Professional Standards Division (or designee) shall review the request and forward the request to the Public Health Commission legal department. Counsel for the Public Health Commission will make a determination on whether the record requested is in the public domain. PHC legal counsel shall also advise whether any of the applicable exemptions under the Law apply.
3. Simultaneous to the legal review, the Commander of the Professional Standards Division (or designee) will notify the Senior Staff of the nature of the request, and forward the request to the appropriate Boston Emergency Medical Services Division to begin the gathering and compilation of the requested records. The records will be forwarded to the Professional Standards Division pending the legal review. The appropriate Division shall provide an estimate of the scope of the search and associated cost as quickly as possible.
4. Monitoring Requests for Information: The Professional Standard Division shall maintain a log of all requests for public records. Each request shall be assigned a tracking number. The log shall contain the date received, the tracking number, name and address of the requesting party, the date the request was forwarded to counsel, the date forwarded to the responsible EMS Division, and the date of reply. A file shall also be maintained with a copy of the requesting letter, response letter, and any public records provided.