All UMass Amherst employees are Public Employees. Public employees can be full-time, part-
time, permanent, temporary, grant-funded, state-funded, unionized and/or non-unit. Students who receive
paychecks from the University are Public Employees.

In your role as a Public Employee, every record you create or receive is a public
record and is eligible for public disclosure unless a specific statutory exemption permits or
requires it to be withheld. This includes all emails sent from or received by your UMass email address.

Frequently Asked Questions

• What should I do if I receive a public records request?
  o All requests for public records should be immediately forwarded to recordsadmin@umass.edu.
The University has 10 days to respond to all requests. If someone asks you how to submit a
request, direct them to www.umass.edu/records.

• Who is our campus Records Access Officer?
  o Michelle Goncalves | 347 Whitmore | 413-545-2211 | recordsadmin@umass.edu

• How long do I have to retain certain records?
  o The campus’ records retention schedule is available at www.umass.edu/records. You are
responsible for adhering to this schedule and ensuring that records in your possession are
destroyed according to the timeline posted. If you have questions about the schedule, please
contact the Records Access Officer.

• What are the conditions under which a record may be withheld or redacted?
  o Records may be withheld or redacted if required by law (e.g. FERPA requires the University to
withhold student records), or if the record falls under one of the exemptions listed in the MA
Public Records Law. More information about the exemptions is available through the Secretary
of State’s Office.

• Can someone request a copy of my email if I use a personal email account?
  o Yes. All email sent from or received by your UMass email address is eligible for public
disclosure. If you use your personal email address to do University business or if you have
your UMass email forwarded to a personal email, that personal email may also be disclosed,
though the personal email address itself may be redacted.