

Public Records: Your Responsibilities as a Public Employee

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?**
 - 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?**
 - Michelle Goncalves | 347 Whitmore | 413-545-2211 | recordsadmin@umass.edu
- **How long do I have to retain certain records?**
 - 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?**
 - 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?**
 - 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.