



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Public Records Division

Shawn A. Williams  
*Supervisor of Records*

December 22, 2015  
**SPR15/914**

Mr. Jon Seiff  
Executive Office of Health and Human Services Privacy Office  
600 Washington Street, 7<sup>th</sup> floor  
Boston, MA 02111

Dear Mr. Seiff:

I have received the petition of Victoria Pulos appealing the nonresponse of the Executive Office of Health and Human Services Privacy Office (Office) to her two requests for public records. G. L. c. 66 § 10(b); see also 950 C.M.R. 32.08(2). Specifically, Ms. Pulos requested records containing specific data and the other was a request for documents identified by name. Having received no response, Ms. Pulos petitioned this office.

Under the Public Records Law and the Access Regulations (Regulations) all requests for public records must be met with a response within ten (10) days of the request. G. L. c. 66, § 10(b); 950 C.M.R. 32.05. The response may be an offer to provide records, a fee estimate for provision of the records, or a denial. The Office is advised that all records custodians must comply with both the Public Records Law and the Regulations with respect to the timeliness of response.

Subsequent to the intervention by a member of my staff, this office was notified that a partial response was provided, dated December 16, 2015. Whereas this matter was opened based upon the Office's failure to provide a written response, I will now consider this administrative appeal closed with the proviso that the remaining records be provided. Ms. Pulos may appeal the substantive nature of the Office's response within ninety (90) days. See 950 C.M.R. 32.08(2).

Very truly yours,

A handwritten signature in black ink, appearing to read "Shawn A. Williams", written over the typed name and title.

Shawn A. Williams  
Supervisor of Records

cc: Ms. Victoria Pulos