



**MASSACHUSETTS HOUSING PARTNERSHIP**  
**Public Records Law Guidelines**  
**March 15, 2024**

The Massachusetts Housing Partnership Fund Board (“MHP”), d/b/a the Massachusetts Housing Partnership, an instrumentality of the Commonwealth of Massachusetts, provides these Public Records Law Guidelines (“Guidelines”) pursuant to Massachusetts General Laws Chapter 66 and Chapter 4, §7(26) (the “Public Records Law”) to assist the public in obtaining access to MHP’s public records.

All of MHP records, including any papers, e-mails or other documentary materials or data, regardless of physical form or characteristics, are available to the public unless exempted by the Public Records Law.

MHP has designated Lisa Braxton, MHP’s Communications Manager, to be MHP’s Records Access Officer (“RAO”) to coordinate MHP’s response to requests for access to MHP’s public records. Contact information for Ms. Braxton is as follows:

Massachusetts Housing Partnership  
160 Federal Street  
Boston, MA 02110  
857-301-1526  
[lbraxton@mhp.net](mailto:lbraxton@mhp.net)

Although not required, it is MHP’s preference that requests for public records be submitted in writing in order to ensure that MHP accurately and completely responds to each request. A request for public records should include a reasonable description of the specific records being request. A request for MHP’s public records should be delivered to MHP’s RAO by hand or via first class mail at the above address or via e-mail at the above address.

The public records maintained by MHP include, but are not limited to, records relating to the following:

- MHP’s Community Assistance Programs
- MHP’s Rental Financing Programs
- MHP’s Homeownership Programs
- MHP’s Center for Housing Data Programs

MHP maintains a [searchable web site](#) for the following records:

- Annual reports
- Board meeting schedule
- Minutes of open meetings
- Agency budget