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Executive Director



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**READS Collaborative**  
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## RECORDS ACCESS OFFICER

The role of the RAO following a request for public records is to coordinate the agency's response to requests for access to public records, and to assist individuals seeking public records in identifying the records requested.

Requests should be clearly marked "RECORDS ACCESS REQUEST" in the subject line of your request, please be as thorough and detailed as you can in identifying the records and information that you need.

A request for public records held by READS Collaborative should be directed to the Agency's Records Access Officer (RAO), Michelle Holden.

A request for public records may be sent to Mrs. Holden at:

[rao@readscollab.org](mailto:rao@readscollab.org)

or

Michelle Holden, Records Access Officer  
READS Collaborative  
105 East Grove Street, Middleborough, MA 02346

*Promoting the success and well-being of every learner since 1974*

*READS Collaborative's mission is to provide creative, flexible solutions that promote the success and well-being of each child, adolescent and adult learner.*