

PUBLIC'S RIGHT TO KNOW

Dear _____,

The Hadley Public Schools is in receipt of your request for information under the Public Records Act and the Freedom of Information Act. In accordance with those laws, we have determined that it would take approximately ____ hours to locate and copy the requested documents. The lowest paid employee of the school system who could perform this task is _____ who makes \$_____ per hour. In addition, we anticipate that there would be approximately _____ copies at a charge of twenty cents (\$.20) per page consistent with the law for photocopies, twenty-five cents (\$.25) a page for microfilm copies and fifty cents (\$.50) a page for computer printouts. The actual cost incurred by the custodian may be charged for records "not susceptible to ordinary means of reproduction," such as computer records, or oversized documents.

A custodian may also charge for the time it takes to search for the records, remove any exempt data, photocopy the record and re-file it. In the case of electronic records, a technology specialist's time may also be included in the cost to assist in the records search, remove any exempt data and handle oversized documents and files. The technology specialist's per hour salary is \$_____ and we have estimated his/her involvement to take approximately _____ hours.

Based upon this information, we would request that you send the Hadley Public Schools a check for \$_____. Once the Hadley Public Schools receives the check, we will respond to the request in no more than ten (10) calendar days.

In the event that additional time is required or additional copies are made above the estimate, the Hadley Public Schools will submit a supplemental bill. In the event less time or fewer copies are needed, the Hadley Public Schools will send a refund check.

Sincerely,

Adopted By The
Hadley School Committee: July 21, 2014