



Human Resources Director Phone: (781) 316-3496
P. O. Box 167
869 Massachusetts Avenue
Arlington, MA 02476-0002

March 1, 2017

Jorge Manuel Teixeira
infoshinesunlight@gmail.com
VIA E-MAIL

Dear Mr. Teixeira:

This responds to your request dated February 19, 2017 and received by the Arlington Public Schools, which seeks “settlement agreements entered into by your School District with parents and guardians, from January 1, 2011 through today, relative to the provision of special education services and/or educational placement(s) for students with disabilities, redacted of all personally identifying information.”

The District intends to comply with your request for settlement agreements entered into with parents/guardians relative to the provision of special education services and/or educational placement(s) for students with disabilities. As you stated, these will be redacted to eliminate personally identifiable information that is exempt from disclosure under Exemption A and Exemption C of the Public Records Law.

The staff time necessary to retrieve, search, redact, photocopy and refile the records, along with copying costs (@ 5 cents/page) may be significant, especially if we need to retrieve some records from storage. Thus, the District cannot reasonably waive the fees associated with this service to you. The District is thus providing you with an estimate of \$450 for the fees you will be assessed, based on an estimated 20 hours to retrieve, search, redact, photocopy, and refile the records at an hourly rate of \$25. Because of Arlington’s population, the fee for the first two hours to retrieve, search, redact, photocopy, and refile the records is waived. The District will begin the search and processing of records upon receipt of a check made payable to the Arlington Public Schools in the amount of \$450. In the event the actual costs exceed this estimate, you will be expected to pay the additional amount. In the event the actual costs are lower than this estimate, the overpayment will be refunded to you.

You may appeal this response by sending a written request to The Office of the Supervisor of Public Records, Secretary of the Commonwealth, One Ashburton Place, Room 1719, Boston, MA 02108.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert M. Spiegel".

Robert M. Spiegel, Human Resources Director
Records Access Officer

cc: Alison Elmer, Director of Special Education