



GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT

P.O. Box 729 • Groton, MA 01450-0729 • Tel.: 978.448.5505 • Fax: 978.448.9402

October 25, 2016

Re: PUBLIC RECORDS REQUEST

Jose Teixeira
Shine Sunlight

Dear Jose Teixeira,

This letter is being sent in response to your correspondence received 10/17/2016. The Groton-Dunstable Regional School District acknowledges that under the Public Records Law and the Access Regulations all requests for public records must be met with a response within ten (10) days of the request. M.G.L. Ch. 66, Sect. 10(b); 950 C.M.R. 32.05. As such this letter is being sent to inform you that:

- The School District will provide the requested documents which consist of a total of 64 pages which can be reproduced at a cost of \$0.05 per page. The information will require 8 hours of administrative time to assemble at a cost of 22.28 per hour. Finally postage is estimated to be \$5.00. If you would like these records produced please provide a check in the amount of \$186.44. The check is to be made out to "Groton-Dunstable Regional School District" and sent to:

Groton-Dunstable Regional School District
P.O. Box 729
Groton, MA 01450
Attn. Public Records Request

This office will notify you when the records are prepared and promptly have them delivered.

If you have any questions or require any additional information feel free to contact me.

Sincerely,

Jill Greene
Director of Pupil Personnel Services