

Randolph Public Schools
"Building Tomorrow, Today"

RPS



Office of Special Education and Pupil Services

Maria Lopes
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Via Electronic Mail

October 26, 2016

Mr. Jorge Teixeira
inforshinesunlight@gmail.com

RE: Massachusetts Public Records Request

Dear Mr. Teixeira:

Pursuant to the email sent by you and received by the District on October 16, 2016 you have requested the following documents:

We are requesting all the records for private settlements for special education students in Randolph Public School District.

In order to respond to your request it is necessary to search and retrieve documents from the District's files. The lowest paid employee who can perform this task is an administrative assistant. It is not possible to assign this task to a subordinate employee as the search will involve records that are likely to contain confidential and sensitive student and personnel information.

After the files and documents have been retrieved, it will then be necessary for each document to be reviewed to determine if any information must be withheld under any exemption to the public records law. The individual performing this task must be qualified to interpret and apply the definitions under the public records law. Further, it is anticipated that these emails may contain confidential and private information relative to students and staff which are exempt from disclosure and protected by student record regulations, employee privacy statutes, or which constitute other privileged communications, it will be necessary to have these emails reviewed by Paige L. Tobin, Attorney for Randolph Public Schools, to make determinations as to the legal issues involved relative to disclosure.

As you are undoubtedly aware, state regulations permit a public agency to charge fees for segregation and search time. *See*, 950 CMR 32.06. These regulations also require that we provide you with a written, good faith estimate of the applicable copying, search time, and segregation fees to be

Non-Discrimination Policy

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incurred prior to complying with the public records request where the total costs are estimated to exceed ten dollars.

- Search Time: 40 hours by an administrative assistant at an hourly rate of \$21.00 for a total cost of \$840.00;
- Segregation Time: 1 hour of review and redaction by the Attorney for the Randolph Public Schools at an hourly rate of \$180.00, for a total of \$180.00.
- Copying Costs: The statute and regulations permit a charge of \$.05 per page for hard copies. Once we have engaged in the search and identified the number of potential hits, we will be able to provide a good faith estimate of potential copying charges.

Thus the total good faith estimate of the cost for labor to comply with your request is \$1,020.00. Please note that the actual cost to comply with your request may be greater than the stated figure. If you would like the District to proceed with the retrieval and review process to respond to your request, kindly forward to the Superintendent's office a check in that amount payable to the Randolph Public Schools with a notation that it is for the October 16, 2016 Public Records Request. After completion of the retrieval and review process, if the actual cost to comply with your request is greater than the stated figure, we will require an additional payment to compensate the District. Similarly, if the actual cost to comply with your request is less than the stated figure, the District will refund any overpayment in due course.

Sincerely,



Maria Lopes,
Director of Special Education and Pupil Services

cc: Thomas Anderson, Superintendent
Paige L. Tobin, Esq.

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