

October 18, 2016

Jorge Manual Teixeira  
[infoshinesunlight@gmail.com](mailto:infoshinesunlight@gmail.com)

Dear Mr. Teixeira:

I am writing in response to your October 16, 2016, request for public records, which was received via email by this office on October 16, 2016. It is of note that the email and attached documentation provides only the above listed email address for response.

Because we anticipate that the retrieval, segregation, output, and duplication of the items specified in your request may require a substantial amount of time and resources, we believe it is in public's interest to recoup these fees as this is a direct cost to the district. As such, we are unable to waive the fees associated with the cost of providing these records to you. In accordance with M.G.L. c. 66, § 10, guidelines, the cost for photocopying the requested documents will be \$0.05 per page and the cost to search, redact, photocopy and re-file the documents will be at a rate of \$23.71 per hour.

The estimated cost for collecting and redacting the agreements is \$315.25. This amount is broken down as follows:

350 pages copied at \$.05 per page = \$ 15.25

12 hours at \$ 25 (lowest hourly rate of someone who can redact the information) per hour for collecting and redacting the agreements =

Total: \$ 300.00

If you would like to proceed, please send a check payable to the Salem Public Schools in the amount of \$ 315.25. Once payment is received, we will send out the requested information within 5-10 business days.

Sincerely,



Margaret Marotta  
Assistant Superintendent, Salem Public Schools