

shinesunlight

From: Joe Sawyer <jsawyer@shrewsbury.k12.ma.us>
Sent: Friday, December 08, 2017 3:57 PM
To: shinesunlight
Cc: pre@sec.state.ma.us
Subject: Re: Records Request

Dear Mr. Teixeira,

This email serves as my supplemental response to your request below. Please note:

1. You requested these same records in March 2016. Our correspondence then indicated that the retrieval and redaction of records, which we performed assuming you would want the records, required 8 hours of staff time, at \$20.62 per hour being the lowest hourly rate of the classification of staff who completed the work, with the total of that cost being \$164.96. You acknowledged this estimate but never followed up any further at that time.
2. Your request made in October 2016 (below) required additional searching and redaction of additional records that had been created since March 2016. Our special education office performed this work and then reported to me that this required six hours of additional staff time to search for, retrieve, and redact these additional documents. My estimate then changed to add these 6 hours to the original 8 hours for a total of 14 hours. The lowest paid staff rate is now close to \$22 per hour, so I rounded off the rate to be between the rate in 2016 and the current rate and used \$21 per hour. Because you requested an electronic copy, I did remove the cost of paper copies that I had included in the 2016 request.
3. Subsequently, you petitioned the Supervisor of Records of the Commonwealth of Massachusetts regarding this proposed fee. I am now aware that under the regulations in place that you should not be charged for the first two hours of record retrieval work. In a phone call with the Supervisor of Records office, I confirmed that it is appropriate to charge for time spent redacting names, as these are records that identify specific students and their confidentiality must be preserved under the law.
4. Given the above, and to try to resolve this issue amicably and quickly, I am proposing a new charge of **\$160**. Please note the following details:
 - a. Staff have already performed the necessary search, retrieval, and redaction of these documents by working with the special education administration to determine which records needed to be retrieved, going through various records located at our special education office to find and retrieve the records, and carefully reading through and redacting almost 100 pages of documents to ensure that identifying information was removed in order to comply with the law governing student confidentiality. The amount of time was reported to me as 14 hours total.
 - b. I am removing the first two hours of work from the fee estimate per the updated regulations, and I am doing this for both the 2016 request and the 2017 requests, reducing the hours to be charged to 10. As a further gesture of goodwill, I am crediting another two hours to reduce the total to 8 hours for this charge.
 - c. Rather than the \$21 blended staff hourly rate, I am reducing the rate to \$20 in order to round off the estimate to \$160.

Please advise as to whether you plan to pay this fee of \$160, at which time we will process and send the record electronically. Please send the payment to my attention at the following address:

Shrewsbury Public Schools
100 Maple Ave
Shrewsbury, MA 01545

The office of the Supervisor of Records is being copied on this message.

Respectfully,

Joe Sawyer

Dear Mr. Teixeira,

Thank you for your request.

The staff time required to retrieve and redact these documents, at the lowest hourly rate (rounded off) among someone qualified to do this work, is as follows:

14 hours staff time at \$21/hour = \$294.00

Please bring or mail check payable to the Shrewsbury Public Schools in this amount in order for us to process and send you an electronic copy of the requested records. Please send it to my attention at the following address:

Shrewsbury Public Schools
100 Maple Ave
Shrewsbury, MA 01545

Respectfully,

Joe Sawyer

Joseph M. Sawyer, Ed.D.
Superintendent of Schools
Shrewsbury Public Schools
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Shrewsbury, MA 01545
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[Official Facebook Page](#)
[Official Twitter Account](#)
[Official Blog](#)

On Oct 22, 2017, at 12:15 PM, shinesunlight <infoshinesunlight@gmail.com> wrote:

Please see attached records request.

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Jorge Teixeira

www.shinesunlight.org
<https://www.facebook.com/shinesunlight>
<https://twitter.com/shinesunlighte>

<Records Request in Light of New Regs Weymouth.pdf>

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