

TRI-TOWN SCHOOL UNION
(Topsfield, Middleton, Boxford)
OFFICE OF THE SUPERINTENDENT

28 Middleton Road
Boxford, MA 01921

Tel (978) 887-0771
Fax (978) 887-8042

October 20, 2016

RE: Public Records Request

Dear Mr. Teixeira,

On October 16, 2016, I received a letter from you requesting copies of documentation related to settlement agreements. While it is the School District's intent to comply with your request, given the number of documents requested and the amount of staff time necessary to compile said documents, we are unable to waive the fees associated with the service. Therefore, in accordance with 950 CMR 32.06 (2), I am providing you with the following estimate as to the anticipated fees you will be assessed for your records request.

1. In accordance with M.G.L. c. 66, § 10 and 950 CMR 32.06 (1)(a), you will be charged 5 cents per page for photocopies of public records. The school district estimates your request requires 30 photocopies to be made at a total cost of \$1.50.
2. In accordance with M.G.L. c. 66, § 10 and 950 CMR 32.06 (1)(e), you will be charged a prorated fee of \$21.51 per hour for the search and segregation of non-computerized records. The school district estimates your request requires 22 hours of search and segregation time at a total cost of \$473.22.

Based on the estimated fees contained in paragraphs 1 and 2 above, the total estimated charge you will be assessed for copies of records you requested in your letter of October 16, 2016 is \$474.72. Please contact my office at your earliest convenience to confirm your request and provide us with a check in this amount made payable to the TriTown School Union before we process your request.

Sincerely,



Scott Morrison
Superintendent of Schools
TriTown School Union