



Evans County Schools

613 West Main Street, Claxton, Georgia 30417
Telephone: (912)739-3544 Fax: (912)739-2492

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David Greene, Chairman
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Expecting Excellence...No Exceptions, No Excuses!

July 1, 2018

Ms. Jessica Szilagyi
PO Box 717
Jesup, GA 31598

Dear Ms. Szilagyi,

We are in receipt of your records request on June 28, 2018. However, due to employees' contractual days, vacation days, and the July 4th holiday, we will not be able to begin processing your request prior to July 9, 2018. The estimated time and cost of your requests are broken down based upon the items listed in your ORR.

1. Dr. Karen Bland can process this request by July 11, 2018 allowing time for retrieval and redaction . The estimated time is one hour with an estimated cost of \$54.64.
2. Mrs. Alison Boatright can process this request by July 13, 2018 allowing time for compilation of the records. The estimated time is 3 hours with an estimated cost of \$134.34.
3. Dr. Karen Bland can process this request by July 13, 2018 allowing time for compilation of the records. The estimated time is 3 hours with an estimated cost of \$163.92.
- 4-6. These requests will require our Technology Director, Ron Myers, to search through district office personnel emails and BOE member emails for approximately 120 days. With a conservative estimate of 12 emails per employee per day, that would be in excess of 30,000 emails. This process will take approximately 8 hours per employee to retrieve the emails, 184 hours, at a cost of \$6,624.00. Due to the position Mrs. Threatte held, it is probably personal employee information may need to be redacted. We estimate an hour per employee/BOE member (23 hours) at an estimated cost of \$1256.72. Due to the nature of the retrieval process, emails will have to be printed. Therefore, copy costs will apply at \$.10/page.

Mr. Myers is contracted to return to work on July 9, 2018. However, his immediate attention will be required on completing the technological needs for the new renovated CES. He will not be able to begin the process of meeting your request(s) prior to August 20, 2018. We therefore, estimate the completion of this request to be November 2, 2018.

The total estimated cost for your requests is \$8,233.62. If you wish for us to proceed with your request, in part or in full, please remit payment to the Evans County School System on Monday, July 9, 2018.

Sincerely,

A handwritten signature in black ink, appearing to read "M. G. Waters".

Martin G. Waters, Superintendent

Preparing ALL students for success in college and career opportunities of their choice to become citizens who contribute positively to society.