



# Evans County Schools

*Expecting Excellence...No Exceptions, No Excuses!*

November 27, 2018

[REDACTED]  
[REDACTED]  
[REDACTED]  
Certified Mail Tracking No. 7017 1450 0000 5279 1656

Atlanta, GA 30346

Dear [REDACTED]

Our district received your open records request dated November 15, 2018 on Monday, November 26, 2018. An attempted delivery was made on November 19, 2018; however, our offices were closed for Thanksgiving Break. The estimated time and cost to process your requests are itemized below. Note: Our email retention is set for 180 days.

The initial email topical search required 2 hours for our Technology Director at a rate of \$36.00 per hour. This cost is  $\$36.00 \times 1.75 \text{ hours} = \$63.00$ .

Items 1-2: An electronic search using the key terms you provided produced 330 emails. Due to the position Mrs. Threatte held with our district, it is very likely employee information will have to be redacted from these records. We estimate 30 hours to process these 330 emails, determine if any meet your criteria, and properly redact any records if mandated. Physical copies would be required for redaction. At 10 cents per copy, we estimate \$33.00. Our lowest hourly rate for a person qualified to review and redact the records is \$18.17 per hour. This estimated cost is \$578.10.

Item 3: An electronic search using the key terms you provided produced zero emails.

The total cost estimate is \$641.10. If you wish for us to proceed with your request, in part or in full, please remit payment to the Evans County School System. Upon receipt of payment, we estimate 30 days to complete your request for records.

Sincerely,

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

Martin G. Waters, Ed.D.  
Superintendent of Schools

Cc: [REDACTED]

Attachment: Email retention settings / Search results

Disclaimer: If we do not receive payment or correspondence regarding this request within 30 days, the request will be considered null and void.