

July 17, 2015

Ms. Tracy Taylor,

Here is how the process works:

1. A recovery set of files must be created for each individual email account.
- This process will take a **minimum** of **30 minutes of work**.
2. An archive set of documents must be created for each week of the year (52 archive files) to catch any deleted files. We pull these from our archived backup systems (we have 2 because of the changeover in software this year).
- This process will take a **minimum** of **30 hours of work**.
3. When the recovery files are in place, each email account has to be opened and the correspondence to each person is located.
- This process will take a **minimum** of **2-4hours of work**.
4. A matrix of folders are created and then the mails are checked for content.
- This will take approximately **5-7 hours for each person. Could go up to 50 hours of work**.
5. When the emails are isolated and compiled, they have to be printed or archived into readable format (pdf files).
- The final step will take about **2-4 hours depending upon the volume**.

	Cost @ \$25/hour
Low estimate hours total: 69.5	\$ 1737.50
High estimate hours total: 128.5	\$ 3212.50

Also, is \$25 an hour the lowest pay at the district offices?

No it is not

The hourly rate on the old GRAMA policy of \$25/hour was a set fee, not the lowest wage. We have revised our GRAMA policy to reflect Utah State Code which states: *An hourly charge under Subsection (2)(a) may not exceed the salary of the lowest paid employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request.*

Please note that if you would have submitted under the new policy, your request would have a significant cost increase. This time of year we are preparing for the upcoming school year and we would need to hire an outside consultant to come and fulfill your request. The cost for the 3rd party would then be passed on to you.

Thanks