

To: Terry Shoemaker, Superintendent
From: Dustin Miller, Associate Technology Director
cc: Jill Cottam
Date: September 9, 2015
Re: GRAMA Request Retrieval Process

This is an overview of the process and the estimated costs associated with the latest GRAMA request for the April-June 2015 time period.

1. A recovery set of files must be created for each individual email account.
- This process will take a *minimum* of 15 minutes of work per email account.
2. An archive set of documents must be created for each email account in order to catch any deleted files. We pull these from our archived email system.
- This process will take a *minimum* of 8 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 1-2 hours of work per email account.
4. A matrix of folders are created and then the mails are checked for content.
- This will take approximately 1-3 hours for each person. Could go up to 21 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 1-2 hours depending upon the volume of emails.

	Cost @ \$85/hour
Low estimate hours total: 40	\$ 3400.00
High estimate hours total: 63	\$ 5355.00