

PINELANDS REGIONAL SCHOOL DISTRICT

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MELISSA MCCOOLEY, Ed.D.
Superintendent

NICHOLAS K. BROWN
Business Administrator/Board Secretary

December 2, 2020

Joanna Bartlett

Via email: opra+request-16737-8b857555@requests.opramachine.com

Mrs. Bartlett,

I am writing regarding your pending OPRA request. As you are aware, you requested a voluminous amount of records. On September 30, 2020 we informed you that we needed an extension due to the voluminous nature of your request as well as our ability to determine how much documentation you were requesting and if it was possible to edit the videos you were requesting with the software we have or if we needed to purchase software, we also were and continuing to deal with operating the school district during a pandemic. On October 30, 2020, we informed you that we would require an additional extension to allow time for us to obtain the software necessary to redact the videos, as well as to determine who could redact the videos, and to have that person trained on how to properly redact the videos. At that time we also informed you that we may need to assess a special service charge due to the voluminous nature of your request. Now that we have found software and I have been trained on redacting the videos we can move forward with your request. We have located the documents and videos you are requesting, which equal more than 500 pages, and 23 videos (approximately 115 minutes of video). As most of this information contains confidential information, only I can review and redact this information. This is an immense amount of work that requires reformatting videos for editing, reviewing the videos, and redacting the videos as well as converting the other documentation over to a format that can be redacted, reviewing the documents for confidentiality and redacting the documents.

OPRA and the New Jersey Government Records Council provides that whenever a records custodian asserts that fulfilling an OPRA records request requires an "extraordinary" expenditure of time and effort, a special service charge may be warranted pursuant to N.J.S.A. 47:1A-5.c. In this regard, OPRA provides: "Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the public agency may charge, in addition to the actual cost of duplicating the record, a special service charge that shall be reasonable and shall be based upon the actual direct cost of providing the copy or copies ..." (Emphasis added.) N.J.S.A.47:1A-5.c.

Pursuant to *N.J.S.A. 47:1A:5(b)* and *N.J.S.A. 47:1A:5(c)* and due to the extraordinary amount of time and effort for this task including the estimated cost and time formatting the videos to a medium that can be edited, reviewing the videos, and utilizing the video editing software to redact, as well as identifying the documents, formatting the documents to a medium that can be edited, and redacting the documents equates to a likely minimum charge of \$618.90 . This charge equals an hourly rate of \$54.12 for the IT technician times three (3) hours to reformat the videos so they can be edited and an hourly rate of \$91.32 for myself times five (5) hours for me to review the videos and documents and redact for confidentiality. (Both of these rates equal the hourly rate of the lowest paid people who are qualified to convert the videos, the IT technician, and to view and redact for confidentiality, which due to the confidential nature of this information, is me).. See *N.J.S.A. 47:1A-5(c)*. Therefore, a deposit in the amount of \$309.45 is required to proceed with your request. Upon receipt of same we will begin compiling the documents you requested.

In addition, if you have specific questions about your request or if you would like to meet and/or discuss this correspondence, please call 609-296-1719 x 1013 to schedule a meeting.

Sincerely,

Nicholas K Brown

Nicholas K. Brown
Board Business Administrator and Custodian of Records
Pinelands Regional Board of Education