

City of Lafayette

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"Third Oldest City in Oregon"

486 Third Street --- PO Box 55 — Lafayette, Oregon 97127-0055

June 25, 2010

Debbie Schley
1512 N. Jefferson St.
Lafayette, OR 97127

Re: Public Records Request

Dear Mrs. Schley:

This letter is in response to your request for public records dated June 21, 2010.

In response to your request for all emails sent and received to and from Diane Rinks (November 2002-December 2009), I have estimated that there are at approximately 7,550 emails that fit this criteria. It will take approximately 2 minutes to review each email and redact any confidential information/emails. This will result in about 252 hours of staff time to produce these records. 252 hours @ \$20 per hour = \$5,040. This fee must be received at City Hall prior to the research being done to produce these records.

At this time, I am only able to commit up to 3 hours per week of my time on responding to public records requests, in order to be able to complete my other job duties. Therefore, if you choose to pay the research fees for request, I will only be able spend 3 hours of my time per week responding to this request (84 weeks to receive all 7,550 emails). If more time is required, I will advise you in writing. All staff time spent on this will be tracked, and if there are any unused funds, they will be refunded to you. However, if staff time required to respond to the request exceeds this estimate, you will be informed prior to the research continuing.

Please note that you will be charged \$.25 per copy, in addition to the research fees.

Sincerely,

Trena McManus
Pro Tem City Administrator