

**PUBLIC'S RIGHT TO KNOW**

Dear \_\_\_\_\_,

The Granby Public Schools is in receipt of your request for information under the Public Records Act and the Freedom of Information Act. In accordance with those laws, we have determined that it would take approximately \_\_\_\_ hours to locate and copy the requested documents. The lowest paid employee of the school system who could perform this task is \_\_\_\_\_ who makes \$\_\_\_\_\_ per hour. In addition, we anticipate that there would be approximately \_\_\_\_\_ copies at a charge of \$.20 per page consistent with the law.

Based upon this information, we would request that you send the Granby Public Schools a check for \$\_\_\_\_\_. Once the Granby Public Schools receives the check, we will respond to the request in no more than ten (10) calendar days.

In the event that additional time is required or additional copies are made above the estimate, the Granby Public Schools will submit a supplemental bill. In the event less time or fewer copies are needed, the Granby Public Schools will send a refund check.

Sincerely,

Adopted October 4, 2004

Granby Public Schools – 2004