

WALL TOWNSHIP PUBLIC SCHOOLS  
OFFICE OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

PO Box 1199

Wall, New Jersey 07719-1199

Brian J. Smyth  
Business Administrator/Board Secretary

Phone: 732-556-2016

FAX: 732-556-2102

December 23, 2016

Betsy Cross  
[REDACTED]

Dear Ms. Cross,

This office received your initial OPRA request on December 9, 2016. A response was first provided to you on the fifth business day, December 16, 2016, requesting clarification and further direction regarding your request. On December 19, 2016, you provided a partial clarification and partial direction in response to my request. On December 21, 2016, this office advised you that we were proceeding based on the partial direction you provided and that we anticipated being able to provide email correspondence the following day, December 22, 2016, at no cost to you. On December 22, 2016, this office provided a partial response that included the emails that you requested. The attachment consisted of 417 pages of records. On December 21, 2016 you provided further clarification to my correspondence of December 16, 2016, and asked that we provide a revised special service charge for the remaining requested records. Based on the amount of records already provided to date and a further review of the records available, the initial special service of \$ 547.80 is no longer applicable and has been revised as noted below.

On December 22, 2016, this office provided 417 pages of emails that were produced based on a search of the district's email backup system, Barracuda Archiver, that the district starting using in June of 2013. Although, implemented in 2013, the Archiver stored emails that were in the system dating back to as early as 2006 and 2007 as can be seen by the attachments that were provided to you on December 22, 2016.

Prior to the Barracuda Archiver, the method of backing up emails was with journal format backup files. That system was used from early 2011 until we started using the Barracuda Archiver. The district did not have a system in place that backed up emails prior to 2011. The email records provided on December 22, 2016, included emails from 2006 and 2007 and we believe that is because the emails were still on the email servers when the Barracuda Archiver was initiated.

For the district to reload the journal format back up files for the period from 2011 to 2013 will require a special service charge of \$136.95 based on five hours at \$27.39. Those backups may or may not contain additional emails that were not previously provided from the Barracuda Archiver. Please note that we have provided all emails that we have on our Barracuda Archiver and those emails date back to as early as 2006. Additionally, please realize that the special service charge for the additional search will be required regardless if the search produces any additional responsive records. Therefore, please let us know if you agree to pay the special service charge and if we should proceed with this search.

Additionally, please be advised that as we continued to search for records responsive to your request, it has been determined that correspondence records prior to June of 2009 were disposed of in February 2013. We anticipate that it would take approximately two hours to search files for records that would be responsive to your request for the time period from July of 2009 to April of 2012 and therefore, the special service charge to provide records that are not electronically stored will be \$54.78.

Please advise accordingly.

Sincerely,



Brian J. Smyth  
Business Administrator

BJS/dc

Cc: Cheryl Dyer, Superintendent