



Records Request

As defined by Family Education Rights and Privacy Act (FERPA) an Educational Record is any document, that is directly related to a student and that is maintained by an educational agency.

Reducing Costs and Limiting Charges

Labor Costs can be reduced significantly if requests include keywords instead of open-ended terms such as "All documents or emails". Similarly, narrowing a request to certain individual or a particular date range can greatly reduce the use of extensive labor.

Redaction

We must review every email/document for any personal identifiable information that is exempt from public records law. If there is exempt information it will be redacted (taken out).

***Records Request (RR) Invoice Calculat8l.evJ
by the number of emails that we receive based on the parameters you have provided
the invoice. Once the invoice is paid, we begin the redaction process. If this process***