

Armstead B. Crawley Jones, Sr.  
Election Director III

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May 22, 2017

Mr. Lewis Porter  
Maryland 20/20 Watch  
P. O. Box 22  
Spencerville, MD 20868

Dear Mr. Porter:

Your request to Ms. Lamone, as attached to this letter, was received in this office on May 12, 2017, and we have begun working on an estimate of the costs to the State of producing the records you requested concerning 47 precincts in the April 2016 Primary. I am writing to inform you that we will grant your request with the exception of personal identifying information, such as addresses and social security numbers, for the election judges. We have to screen for and redact that information for item #8 on your list. Also, it is unclear what you mean by item #3 (Polling Room sign in sheets). If you mean the Election judge payroll record those also contain personal information that will be needed to be redacted.



The other information is sorted in boxes at our warehouse. For that information, we would need to send Administrative staff to the warehouse to handle the document retrieval and screening for any required redactions. We estimate that to pull the boxes (warehouse staff), and then for Administrative staff to pull the files for each precinct, pull the requested forms for each file, screen for necessary redactions, and make copies will probably take ten to twenty minutes per precinct. As a very rough estimate, we would need 3 employees for these categories of documents and it should take approximately 8 – 10 hours. Hourly rates range from \$39.11 to \$11.96 an hour. I believe that most of the work will be done by employees at the higher end of that range but if the two rates are averaged, the range for the work at the warehouse would be \$200 to \$400. From that, we would subtract 2 hours of time, for an estimated range of \$175 to \$375 for the records at the warehouse. The regulatory rate for copying is \$25 per page and \$8 per hour for copying that takes over 10 minutes. If that rate results in a lower charge to you than \$.15 cents and the employee's hourly rate, we will charge you the lower rate. This estimate is very rough; we have not had similar PIA requests.

You asked whether it would take an extra cost to scan the items. Unfortunately, it would, because there is no scanner at the warehouse and the files would need to be brought down to the main office for

scanning. I estimate that transporting the documents back and forth would add about one hour per round trip, accounting for loading, travel, parking, and unloading time, and perhaps more if warehouse personnel are needed to carry the documents, with mileage reimbursement of up to \$10 dollars per round trip if parking fees can be avoided.

However for Item #8 those election judge records are kept in this office and by training date not by precinct. To find those records we would need to pull the names of the election judges for the 47 precincts then break them down according to the training date they attended and pull the application. We would then have to redact all the confidential information. Hourly rates range from \$39.11 to \$11.96 an hour, almost entirely at the higher end. We estimate we would need 6 employees for this task and it should take approximately 10 hours, for a rough total of \$350 plus copying expenses. Each precinct had between 2 and 10 election judges, so there would be approximately 426 election judges time 2 pages to copy or scan for a total of 852 pages.

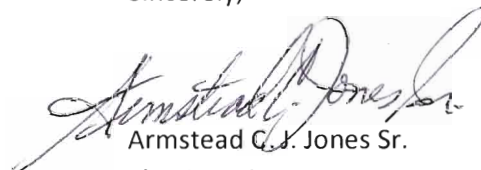
If we do not scan the warehouse documents, the total staff time would range very roughly from \$525 to \$725. Copying costs are particularly hard to estimate without knowing the number of pages, but if each precinct has 5 pages, the likely minimum, the copying costs for 47 precincts would be \$ 58.75.

As for Item #9 we would have to pull them before we could figure the cost for them. We do not know how many voters asked for assistance. It could be zero up to each voter in that precinct.

These are very preliminary estimates but we wanted to give you some idea of the cost. Please let Ms. Goldman know how you would like us to proceed. You may contact her at [Abigail.goldman@baltimorecity.gov](mailto:Abigail.goldman@baltimorecity.gov). Once we start this procedure we will try to do it with in three weeks, but that may depend on staff availability.

A deposit of \$500 must be made up front in a certified check or money order made payable to the Director of Finance of Baltimore to begin the work. The balance will be due after we finish the work and will be expected before delivery of the items to you.

Sincerely,



Armstead C. Jones Sr.  
Election Director

Cc: Linda Lamone  
Jared DeMarinis

*Waldman - Rep Director*  
IF NOT DELIVERED IN FIVE DAYS RETURN TO  
**BALTIMORE CITY BOARD OF ELECTIONS**  
BENTON OFFICE BLDG., ROOM 129  
417 E. FAYETTE STREET  
BALTIMORE, MARYLAND 21202



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C/O Maryland 20-20 Watch  
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Ms. Linda Lamone  
Maryland State Board of Elections  
151 West Street, Suite 200  
Annapolis, MD 21401

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