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Austin, Texas 78750



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[DATE]

[REQUESTOR]

VIA E-Mail:

**RE: City of [CITY] Public Information Act Request Dated [DATE]
CLARIFICATION AND ITEMIZED ESTIMATE OF CHARGES**

Dear [REQUESTOR]:

This firm serves as legal counsel to the City of [CITY] (hereinafter, the "City"). On [DATE OF REQUEST], the City received a request from you seeking: "[QUOTE REQUEST]." Information that is confidential by law and/or excepted from disclosure is responsive to your request. Accordingly, I am writing to clarify, and possibly narrow your request, as allowed by section 552.222 of the Texas Government Code.

Please clarify whether you will narrow the scope of your request to exclude information that is confidential by law and/or excepted from disclosure per the Public Information Act, such as private e-mail addresses (excluded by Tex. Gov't Code § 552.137) and protected attorney-client communications (confidential by law per section 552.101 and Rule 503 of the Texas Rules of Evidence).

If you will provide the clarification information listed above, in writing, the City will be better able to determine the scope and potential cost of your request. Should you choose not to respond to this request for a clarification within sixty-one (61) days from the date of this correspondence the City will consider your request withdrawn. See Tex. Gov't Code § 552.222(d).

If you wish to narrow the scope of your request, the following is an itemized estimate of the costs of making the non-confidential information available to you (this does not include e-mail attachments). If you accept this cost estimate, please contact us and let us know, *in writing*, how you'd like to receive the documents and we will begin copying and redacting the requested documents.

Pursuant to charging guidelines promulgated by the Office of the Attorney General (formerly the Texas Building and Procurement Commission) under Title 1, Sections 70.3, 70.5, and 70.10 of the Texas Administrative Code for the production of public information and section 552.2615 of the Texas Government Code, copies of the responsive documents we are required to release to you in accordance with the ruling from the Attorney General will result in the imposition of a charge.

Pursuant to section 552.2615 of the Government Code, you have duties imposed on you as the requestor in this matter. Your request will be considered to have been automatically withdrawn if you do not respond in writing to this cost estimate by informing the City, either by mail, in person, facsimile transmission, or electronic mail, *within ten (10) business days* after the date that this Statement has been sent to you. In your response you must inform the City that you will either accept the estimated charges, you are modifying your request in response to this Statement, or you have sent the Office of the Attorney General (formerly the Texas Building and Procurement Commission) a complaint alleging that you have been overcharged for being provided with a copy of the information that we are required to release to you.

ITEMIZED ESTIMATE OF CHARGES

For Paper Copies, Requestor Pick Up

Standard paper copy -- \$.10 per page at [718] pages: (A) \$71.80

Labor Charge:

- a. For locating, compiling, redacting and reproducing--
\$15 per hour at [2] hours: (B) \$30.00
- b. Overhead charge--20% of labor charge: (C) \$ 6.00

Computer Resource Charge:

- a. Mainframe -- \$10 per CPU minute at [5] minutes: (D) \$50.00
- b. Client/Server system -- \$2.20 per hour at [1] hour: (E) \$ 2.20

TOTAL ITEMIZED ESTIMATE OF CHARGES: \$160.00

For Electronic Copies, Requestor Pick Up:

CD -- \$1.00 per CD at [1] CDs: (A) \$1.00

Labor Charge:

- a. For locating, compiling, manipulating data,
reproducing -- \$15 per hour at [2] hours: (B) \$30.00
- b. Overhead charge--20% of labor charge: (C) \$ 6.00

Computer Resource Charge:

- a. Mainframe -- \$10 per CPU minutes at [5] minutes: (D) \$50.00
- b. Client/Server system -- \$2.20 per hour at [1] hour: (E) \$ 2.20

TOTAL ITEMIZED ESTIMATE OF CHARGES: \$89.20

If you would prefer to inspect these documents without making copies, please contact [CITY SECRETARY], City Secretary for the City of [CITY] at [PHONE NUMBER] to schedule a mutually agreeable date and time for you to view the documents. However, please note that to make the information you have requested available for inspection will require the manipulation of

data. Specifically, the City will have to convert the requested emails to a format that can be redacted so that information that is confidential by law can be withheld as required by the Act. Accordingly, as allowed by section 552.272(a), the following costs of the manipulation of data will be assessed prior to inspection:

Manipulating data -- \$15 per hour at [1] hours: \$15.00

If you accept the estimated charges provided in this “Itemized Estimate of Charges,” you may attach to your response to this Statement. After we receive your response we will make duplicates of the information and you may pick them up. If you wish for the City to mail you the documents, please provide your mailing address and we will send you an updated cost estimate with the postage charges included.

Please direct all responses and payments for charges (make checks payable to the **City of [CITY]**) to:

City of [CITY]
Attn: City Secretary
[ADDRESS]
[CITY], Texas [ZIP]

Should you have any questions or concerns, please do not hesitate to contact me by telephone at [PHONE] or by email at [EMAIL].

Very truly yours,