

Date: August 14, 2012

Name: Mr. Daniel Collins

via email: dcollins@aclutx.org

Re: **Public Information Request No. W019013-073112 Collins – Email Records**

The City of Fort Worth is in receipt of your request for public information. The costs associated with processing your request are estimated to exceed \$40.00; therefore, the City is providing you with an itemized statement of estimated charges prior to processing your request. If the costs estimated below exceed \$100.00, then the City requires a deposit of 50% of the total before processing your request.

This document is only an **estimate** of the costs the City believes will be incurred in filling your request. If the City determines that the actual charges will exceed this estimate, the City may charge you an additional amount not to exceed 20% of the estimate without issuing an updated cost statement. If, after beginning the work but before providing the copies, the City determines that the initial cost estimate will be exceeded by 20% or more, the City will issue an updated estimate, and you will have an additional 10 days to make written response to the updated estimate.

If you believe these charges to be excessive, you may file a complaint with the Texas Attorney General's Office in accordance with section 552.269 of the Texas Government Code. If you have not already provided your mailing address, fax number or email address, the Public Information Act (the "Act") requires you to provide your choice from among these items to allow the City to contact you and to deliver the information you have requested.

The costs to complete your request are estimated as follows:

IT Solutions Department:

Approximately: **1.80** hours total of personnel time to extract "pull" emails @ \$15 per hour \$27.00

Police Department

Approximately **3.0** hours of personnel time @ \$15 per hour each to locate and compile responsive email records with mandatory legal exceptions for a total of 7 email boxes \$45.00

Approximately     pages of printed email documents @ \$.10 each \_\_\_\_\_

**Total Estimated Cost: \$72.00**

Please select one of the following:

\_\_\_\_\_ Please proceed with the request.

\_\_\_\_\_ I wish to modify the request as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I wish to view the documents at the City's offices and make copies as necessary. I understand that I will be charged \$.10 per page for each copy made. Viewing emails or information requiring data manipulation requires payment of labor costs.

\_\_\_\_\_ I do not wish to continue this request. Please consider this request withdrawn.

The Act requires you to respond to this estimate in writing. You may send your response by mail, by fax, or by email. If you wish to accept the charges, you must provide the City with a written response to that effect by **August 28, 2012**. However, if by **August 28, 2012**, the City has not received (a) your written acceptance, (b) a modification of your request, or (c) notice of a complaint from the Texas Attorney General's Office, **your request will be automatically withdrawn.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_