



LEGAL DEPARTMENT
817-276-4707
1305 E. Broad Street
Mansfield, Texas 76063
817-276-4700

rec'd 12/16/05
needs written response
with in 10 if data
still wanted
est. invoice \$50.00
10 Biz days
12/27

December 12, 2005

David Ok
c/o Light of Day Project
Freedom of Info. Foundation of Texas
400 S. Record St., Suite 240
Dallas, Texas 75202

RE: Open Records Request received November 28, 2005

Dear Mr. Ok:

This is in response to your open records request referenced above. Please be advised that as we began to assemble the documents responsive to your request we realized we would need at least a month to gather all the records, as your request was quite extensive and we estimate the cost will be approximately \$50.00 dollars.

As this exceeds the statutory allowance of \$40.00 dollar charge, we are submitting to you this estimate in order to obtain your authorization to produce the copies.

As an alternative, you may make arrangements through my office to come down and view the documentation and determine if you wish to make copies, or if you would like to make selections from those pages for copying.

As required by Tex. Gov't Code § 552.2615 I must inform you of the following:

- 1) You have provided the City with your mailing address for receipt of correspondence including the cost estimate; you have the right, however, to receive the cost estimate by mail, facsimile transmission, or electronic

mail address and that it is your choice where you wish the cost estimate to be sent;

- 2) That there is an alternative method for supplying the requested records which is less costly to you: you may withdraw your request for copies and view the documents at City Hall. If you elect this method, please contact me at the number above to schedule a time to view the documents;
- 3) That you have ten days to provide the City with a written response to the cost estimate. Your response must contain at least one of the following that you;
 - a) accept the estimated costs and will pay them;
 - b) are modifying the request in response to the cost estimate; or
 - c) have sent to the Texas Building Procurement Commission a complaint alleging that you have been overcharged for being provided a copy of the information you have requested.
- 4) That your request will be considered automatically withdrawn if you do not respond in writing to the cost estimate and any updated itemized statement in 10 business days as required by the Act;
- 5) That you may respond to the cost estimate by delivering the written response to the City by mail to the address above, in person to 1200 E. Broad St. office of the City Secretary, by facsimile transmission at 817-473-2925 or by electronic mail to Vicki.Collins@ci.mansfield.tx.us.

If you have any questions please feel free to contact my office at 817.276.4708.

Sincerely,



Donna L. Maison
Paralegal to Craig Magnuson

cc: Police Dept.