



Feb. 3, 2021

Kristopher Nelson
VIA E-MAIL: knelson@trelegal.com

RE: Collin County Community College: Public Information Act Request, October 29, 2020

Dear Mr. Nelson:

Please allow this letter to serve as the cost estimate for information responsive to your October 29, 2020, Public Information Act request to Collin County Community College ("Collin College" or "the College") in compliance with Texas Government Code Section 552.2615 and with redactions set forth in Attorney General Decision No. 2021-01701. Pursuant to Texas Government Code Section 552.2615(a), compliance with your request will result in the imposition of a charge greater than forty dollars (\$40.00); therefore, this letter includes the written itemized statement of estimated costs associated with your request. You must respond to this estimate in order for the College to process your request. As provided by Texas Government Code Section 552.261, the following estimate is an amount that reasonably includes all costs related to reproducing the public information, which may include costs of materials, labor, and overhead. The charge for labor costs incurred in processing your request for public information is \$15 an hour in accordance with 1 TAC 70.3(d)(1). The labor charge includes the actual time to locate, compile, and redact the requested information.

Task	Charge	Total
Labor (locate and compile records)	_2_ hours @ \$15.00/ hour	30.00
Labor (redact records)	_2_ hours @ \$15.00/ hour	30.00
TOTAL		\$60.00

Please be advised that the request will be considered automatically withdrawn if you do not respond in writing within ten business days of the date of this statement that you: (a) accept the charges, (b) modify the request in response to the estimate, or (c) have sent or are sending a complaint regarding the charges to the Attorney General. A response to this request may be sent via electronic mail, facsimile, regular mail, or in person. Additionally, if the College later determines, but before it makes the records available, that the estimated charges will exceed the charges detailed in this written itemized statement by twenty percent (20%) or more, the College will send you a written updated itemized statement that details all estimated charges that will be imposed, including any allowable charges for labor or personnel costs. If you do not respond in writing to the updated estimate in the time and manner described above, the request will be considered to have been withdrawn.

Finally, as a matter of clarification, the responsive information available includes emails regarding two faculty members that were directed to the administration. Does your request cover these communications or are you seeking additional information? If so, please clarify.

Best regards,
Marisela Cadena-Smith

Collin Higher Education Center (CHEC)

3452 Spur 399, McKinney, Texas 75069

P | 972.599.3100 | www.collin.edu

Collin College is an equal opportunity institution and provides educational and employment opportunities without discrimination on any basis protected by applicable law.