ATTACHMENT A

Rights and Responsibilities of a Requestor When Presented with an Itemized Estimated Statement of Costs

Pursuant to Section 552.2615 of the Texas Government Code, you must:

- Provide this office with a mailing or electronic mail address for the purpose of receiving the itemized statement and any updated itemized statement. It is your choice as to which type of address to provide this office.
- Respond in writing to the itemized statement or any updated itemized statement within ten (10) days after the date the statement is sent by this office and inform this office that:

    1. You will accept the estimated charges;
    2. You are modifying the request in response to the itemized statement; or
    3. You have sent a complaint to the Attorney General alleging that you have been overcharged for being provided with a copy of the public information requested.

If this office determines at a later date, but before making the copy of the public information available, that the estimated charges will exceed the charges detailed in the written itemized statement by 20 percent or more, this office will send a written updated itemized statement that details all the estimated charges that will be imposed, including any allowable charges for labor or personnel costs.

NOTICE: Your request will be considered automatically withdrawn if you fail to respond within ten (10) business days after the date the statement of itemized estimated costs is: (1) delivered to you in person; (2) deposited by this office in the United States mail; or (3) transmitted by electronic mail if you have agreed to receive the statement by electronic mail.

You may respond to the itemized statement of estimated costs sent to you by delivering your written response by mail, in person, or by electronic mail. The addresses are as follows:

Mailing Address:
Office of the Secretary of State
Executive Division
PO Box 12887
Austin, TX 78711-2887
Attn: Adam Bitter, General Counsel

Delivery Address:
Office of the Secretary of State
Executive Division
1100 Congress Avenue
Room 1E.8
Austin, TX 78701
Attn: Adam Bitter, General Counsel

Email: generalcounsel@sos.texas.gov