

# RE: Cost Estimate Regarding Responses to TTUS's Clarifications/Narrowings and Additional Request Received on 10.20.2025

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From: "Staugaard, Bronte" <Bronte.Staugaard@ttu.edu>

To: Kevin Bass <kbassphiladelphia@gmail.com>

Date: Tuesday, November 18, 2025 02:56 PM

Gmail link: <https://mail.google.com/mail/#all/19a992f190c00a29>

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Good Afternoon,

Texas Tech University System (TTUS) is in receipt of your responses to our estimate and your request to inspect the responsive records below. As we previously pointed out, our correspondences sought to clarify or narrow the scope of your requests; however, your subsequent responses generally served to broaden them.

Additionally, we received your deposit of \$1,934.55 on November 13, 2025, relating to the cost estimate provided on November 3, 2025. However, we also noted your November 4, 2025, response to the cost estimate wherein you requested to inspect the records in person. To ensure we proceed correctly, please confirm if you would prefer to inspect the documentation or be provided copies. Please be advised that, some of the documents or information that you have requested may be withheld under State law. As such, even if a deposit is made, we may request an Attorney General Open Records Decision ("ORD") seeking to withhold some documents or information pursuant to the Texas Public Information Act. Texas Government Code § 552.001, et seq. Once the Attorney General makes a decision regarding the public disclosure of these documents, TTUS will make those documents that are determined by the Attorney General to be public, if any, available for inspection or copying.

In response to your request to inspect, we have determined that complying with the request will result in the imposition of a charge that exceeds \$40. Therefore, the following statement is provided pursuant to sections 552.2615 and 552.263 of the Texas Government Code:

1. The requested information is not currently available in a form suitable for public release, and since the request involves manipulation of data, documents are not feasible to retrieve, will result in substantial interference with ongoing operations and can only be provided at a

cost that covers the manipulation of data and other costs, you are entitled to an estimate of the costs and time to provide the information in the requested form.

Therefore, the itemized statement of estimated charges is:

Labor 118.64 hrs. @ \$15/hr. = \$ 1,779.60

Estimated Total Cost = \$1,779.60

2. Pursuant to §552.2615 of the Texas Government Code, TTUS is providing you with an alternative, less expensive method of obtaining some of the requested information. An alternative method would be to narrow your request by eliminating some of the data requested, such as narrowing the date range or information requested. It is usually less expensive to view the documents here at the office; however, this estimate is for the cost of viewing as per your request.

3. Your request will be considered automatically withdrawn if you do not notify us in writing and within 10 (ten) business days from the date of this statement that you:

\* Accept the estimated charges and will pay them. Because your request is over \$100.00, you are required to either deposit \$889.80 (50% of the estimated costs) or provide TTUS with a bond for the total estimated cost. Please note that pursuant to §552.263(e), your request will be considered received when we receive your payment. Additionally, if you fail to pay within 10 business days, your request will be considered withdrawn pursuant to §552.263(f).

\* Are modifying the request (state the modification); or

\* Have sent a complaint to the Office of the Attorney General of Texas alleging that you have been overcharged for a copy of public information.

4. You may choose to respond by email to me at [bronte.staugaard@ttu.edu](mailto:bronte.staugaard@ttu.edu), regular mail (1508 Knoxville Ave., Ste. 301 Box 42021, Lubbock, Tx 79409-2021), or in person to Ste. 301 of the Texas Tech University System Building, located at 1508 Knoxville Ave., Ste. 301, Lubbock, Tx 79409-2021.

5. Your check, money order, or bond must be made payable to: Texas Tech University System.

6. If we determine that a change in estimated charges will exceed the amount in this written itemized statement by 20%, we will send you an updated written itemized statement. As noted above, the same response requirements are imposed on you once an updated itemized statement is sent.

7. TTUS expects it to take approximately 3 weeks to complete this request at current workloads.

Sincerely,

Brontë C. Staugaard  
Assistant General Counsel  
Texas Tech University System  
(806) 742-2155

This communication, including any attachments, originates from an Attorney and may contain confidential information and is intended only for the individual or entity to whom it is addressed. Any review, dissemination, or copying of this communication by anyone other than the intended recipient is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail, delete and destroy all copies of the original message.

Sincerely,  
Brontë C. Staugaard  
Assistant General Counsel  
Texas Tech University System  
(806) 742-2155

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[cid:image001.png@01DC5884.689784C0]

# Cost Estimate Regarding Responses to TTUS's Clarifications/Narrowings and Additional Request Received on 10.20.2025

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From: "Staugaard, Bronte" <Bronte.Staugaard@ttu.edu>

To: Kevin Bass <kbassphiladelphia@gmail.com>

Date: Monday, November 03, 2025 02:51 PM

Gmail link: <https://mail.google.com/mail/#all/19a4beb00263723d>

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Good Afternoon,

Texas Tech University System (TTUS) is in receipt of your responses to our clarifications/narrowings and your additional request received on October 20, 2025. The responses and request are attached herein. Due to our receipt of your responses and request on the same calendar day, we are treating them as a single request for the purposes of calculating costs as permitted under the Texas Government Code.

We must also note that while our correspondences sought to clarify or narrow the scope of your requests, your subsequent responses have generally served to broaden them. As such, we have determined that complying with the request will result in the imposition of a charge that exceeds \$40. Therefore, the following statement is provided pursuant to sections 552.2615 and 552.263 of the Texas Government Code:

1. The requested information is not currently available in a form suitable for public release, and since the request involves manipulation of data, documents are not feasible to retrieve, will result in substantial interference with ongoing operations and can only be provided at a cost that covers the manipulation of data and other costs, you are entitled to an estimate of the costs and time to provide the information in the requested form.

Therefore, the itemized statement of estimated charges is:

Labor 214.95 hrs. @ \$15/hr. = \$ 3,224.25

Overhead @ 20% = \$ 644.85

Estimated Total Cost = \$3,869.10

2. Pursuant to §552.2615 of the Texas Government Code, TTUS is providing you with an alternative, less expensive method of obtaining some of the requested information. An alternative method would be to narrow your request by eliminating some of the data requested, such as narrowing the date range or information requested. It may also be less expensive to view the documents here at the office.

3. Your request will be considered automatically withdrawn if you do not notify us in writing and within 10 (ten) business days from the date of this statement that you:

\* Accept the estimated charges and will pay them. Because your request is over \$100.00, you are required to either deposit \$1,934.55 (50% of the estimated costs) or provide TTUS with a bond for the total estimated cost. Please note that pursuant to §552.263(e), your request will be considered received when we receive your payment. Additionally, if you fail to pay within 10 business days, your request will be considered withdrawn pursuant to §552.263(f).

\* Are modifying the request (state the modification); or

\* Have sent a complaint to the Office of the Attorney General of Texas alleging that you have been overcharged for a copy of public information.

4. You may choose to respond by email to me at [bronte.staugaard@ttu.edu](mailto:bronte.staugaard@ttu.edu)<mailto:bronte.staugaard@ttu.edu>, regular mail (1508 Knoxville Ave., Ste. 301 Box 42021, Lubbock, Tx 79409-2021), or in person to Ste. 301 of the Texas Tech University System Building, located at 1508 Knoxville Ave., Ste. 301, Lubbock, Tx 79409-2021.

5. Your check, money order, or bond must be made payable to: Texas Tech University System.

6. If we determine that a change in estimated charges will exceed the amount in this written itemized statement by 20%, we will send you an updated written itemized statement. As noted above, the same response requirements are imposed on you once an updated itemized statement is sent.

7. TTUS expects it to take approximately 2 weeks to complete this request at current workloads.

Finally, some of the documents or information that you have requested may be withheld under State law. Therefore, if you choose to pay the deposit, we may request an Attorney General Open Records Decision ("ORD") seeking to withhold some documents or information pursuant to the Texas Public Information Act. Texas Government Code § 552.001, et seq. Once the Attorney General makes a decision regarding the public disclosure of these documents, TTUS will make those documents that are determined by the Attorney General to be public, if any, available for inspection or copying.

Sincerely,

Brontë C. Staugard

Assistant General Counsel

Texas Tech University System

(806) 742-2155

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[cid:image001.png@01DC4CCF.659E0BB0]

# Deposit Proof / Delivery Confirmation

## (Re: TTUS Cost Estimate)

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Date: Thursday, November 13, 2025 12:09 PM UTC-08:00

From: Kevin Bass <kbassphiladelphia@gmail.com>

To: "Staugaard, Bronte" <Bronte.Staugaard@ttu.edu>

Source: <https://mail.google.com/mail/#all/19a7ed69ad67a0bf>

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Hi Ms. Staugaard,

Today, November 13, 2025, at approximately 1:50 PM CT, I hand-delivered a sealed envelope to the receptionist at 1508 Knoxville Ave., Ste. 301, Lubbock, TX 79409-2021 addressed to:

Texas Tech University System

Attn: Public Information Office / Brontë Staugaard

The envelope contains my 50% deposit check in the amount of \$1,934.55, payable to Texas Tech University System, together with my signed cover letter titled:

"Texas Public Information Act — 50% Deposit (Tendered UNDER PROTEST) and Phase-1 Sequencing (Requests/clarifications dated Oct 20, 2025; TTUS estimate dated Nov 3, 2025)."

For your convenience, I have attached photos of the signed cover letter, the deposit check, and the addressed envelope that I delivered.

Please confirm receipt and provide the deposit deadline you are using and the date/time for the first Phase-1 release. I am filing a \$552.269 cost complaint regarding the estimate; this does not suspend your obligation to promptly produce non-excepted records on a rolling basis.

Thank you,

Kevin Bass

512-333-4092

# Requestor Response under § 552.2615(d) / Inspection Election

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Date: Tuesday, November 04, 2025 06:00 AM UTC-08:00

From: Kevin Bass <kbassphiladelphia@gmail.com>

To: "Staugaard, Bronte" <Bronte.Staugaard@ttu.edu>

Source: <https://mail.google.com/mail/#all/19a4f2ada15a4292>

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Brontë,

This is my timely response under Tex. Gov't Code § 552.2615(d).

Itemization required. Please issue a corrected, fully itemized estimate that breaks out and supports task-level hours/rates (search/collection; compilation/duplication; redaction with basis; any programming/manipulation), excludes attorney review, caps overhead ≤20%, and honors the 20% update rule.

"Programming/manipulation" basis. Your email says the request "involves manipulation of data." Identify which tasks require programming/manipulation and quantify separately. Using built-in tools is not "programming." Inspection of electronic records may not be charged unless programming/manipulation is required (§ 552.272).

Aggregation. If you aggregated clarification responses with a same-day request, provide separate line-item estimates per request; a clarification response is not a new request (§ 552.261(e)).

Phased production & inspection. Proceed in phases and schedule inspection of electronic records where it reduces charges (§ 552.272).

Rolling production required. Produce any responsive non-excepted/segregable records now while any AG brief is pending (§ 552.221; ORD-664).

Deposit posture. No deposit is appropriate until a compliant § 552.2615 itemized statement is provided; I am invoking § 552.269 review of the estimate.

Please confirm receipt and provide a date/time for initial rolling production of non-exempt material.

Kevin Bass PhD MS