

From: [Yindra, Hannah](#)
To: ASmith@historyassociates.com
Subject: Vermont Public Records Act Request- HAI Requests
Date: Tuesday, October 3, 2023 3:38:00 PM
Attachments: [image001.png](#)

Good day Annabelle,

As you know, I am taking over responding to your Public Records Act requests from Nick. As you may know, James Mitchell, on behalf of History Associates, submitted nine separate public records requests to our office in July, 2022. We have responded to seven of the requests, and two of the requests remain outstanding- Requests 3 and 4. Our office is now working on Request No. 3, which James Mitchell emailed to us on July 8, 2022, at 4:35 p.m.

I write to provide a cost estimate for Request No. 3.

Our Office charges requesters for the staff time associated with complying with public records requests. 1 V.S.A. § 316(c). The first 30 minutes of staff time is free. *Id.* Beyond 30 minutes, we follow the Secretary of State's (SOS) Uniform Charges Schedule, available on the SOS's website. <https://sos.vermont.gov/vsara/manage/information-governance/compliance/uniform-charges-schedule/> In short, for an attorney's time spent fulfilling your request, we charge \$0.57/minute; for other staff time we charge \$0.45/minute, except when the time spent is photocopying pages. In the latter case, we charge \$0.33/minute. If hard copies are requested, the Uniform Charges Schedule provides for those costs, as well.

We estimate that your third request will require approximately 5255 minutes (approximately 87 and a half hours) of time divided evenly between lawyers and paralegals- approximately \$2680.06- to collect and review the requested records, analyze the potential applicability of statutory exemptions from disclosure, perform any necessary redactions and prepare records for production. If you would like us to proceed with processing the request, please submit the payment of \$2,680.06 by ACH or e-Check via the Attorney General's Office Payment Portal at <https://appengine.egov.com/apps/vt/ago/onlinepayment>. Alternatively, you may mail a check to: Office of the Attorney General Attn: Business Office 109 State Street Montpelier, VT 05609-1001.

While we have already devoted significantly more than one-half hour to your third request, we will treat that time as consuming only the 30 minutes of free time. We will begin assessing charges when we resume our work following receipt of the check. If the actual cost is less than our cost estimate, we will refund the difference between the amount of your check and the actual cost.

Best,
Hannah

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