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**Office of the Lieutenant Governor**

The State House  
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*Phil Scott, Lieutenant Governor*

October 6, 2016

Ian Mandel  
950 N. Washington Street  
Alexandria, VA 22314

Dear Mr. Mandel:

This is in response to your access to records request dated September 22, 2016. Your request seeks e-mail communications to and from Lt. Governor Scott, Rachel Feldman and Nancy Driscoll/Brooks and a number of different email addresses from January, 2011 through September 22, 2016.

As your request stipulated a willingness to pay up to \$100 to fulfill this request, it was necessary for us to ascertain the number of records responsive to preliminary searches in order to come up with an estimated cost. Our preliminary searches identified 1,989 potentially responsive records.

Consulting with counsel, obtaining archived records from the Department of Information and Innovation and performing the searches, all of which were necessary to do per your request, took 360 minutes of senior-level staff time (57¢ per minute). Subtracting the first 30 minutes, the cost totals \$188.10 in already incurred charges. Please note we did not include time incurred by counsel and other state employees in this number.

It is clear that your request will cost more than \$100 to complete. Assuming three to five minutes per message, it will take 6,000 to 10,000 minutes to appropriately review and examine the voluminous number of separate and distinct messages (and attachments) covered by your request. The estimated cost to do so will be between \$3,420 and \$5,700 for senior-level staff (57¢ per minute). Please note this estimate does not include time which will be incurred beyond the review of responsive documents, and the final cost will likely include more time with counsel and on formatting responsive documents for delivery.

Per your instructions, we will not move forward on this request until you accept and pay such costs. Please remit a check made payable to the State of Vermont in the amount of \$3,420 to cover these costs. If it appears this amount will be insufficient, as we process the request, we will provide you with the new balance.

As an alternative, you may also narrow the scope of your request. For example, you could narrow the time period. If you narrow the request, we will provide you with a revised cost estimate.

Sincerely,

Rachel Feldman  
Chief of Staff, Office of Lt. Governor Phil Scott