

TO:

FROM:

Re: Your request for records

DATE

You requested records¹:

- Pursuant to N.D.C.C. § 44-04-18(4), [available] records responsive to your request are online at:

- Attached are [the records you requested] [additional records responsive to your request].
- Some information is redacted because it is exempt and/or confidential pursuant to Marsy's Law and/or N.D.C.C. §§ _____
- To the extent [requested] [other records] may/do exist, release is prohibited by the provisions of Marsy's law and/or the records are/would be confidential or exempt in entirety, under N.D.C.C. §§ _____
- The records you requested cannot be provided because no such records exist OR the requested records are not records of this agency.
- The estimated cost for the requested records is calculated as follows:

Actual cost of technology resources	\$ _____
_____ pages @ 25¢ per page	\$ _____
_____ other copies @ \$ _____ each	\$ _____
_____ hours for locating records @ \$25/hr (after the 1 st hour)	\$ _____
_____ hours for redacting records @ \$25/hr (after the 1 st hour)	\$ _____
TOTAL:	\$ _____

Estimated costs are payable *in advance*. We do not waive estimated costs. *After* we receive a *cashier's* check/money order for the estimated costs, payable to "_____", we will begin work on your request. We estimate it will take approximately _____ days to complete your request.

- If we do not receive [payment] [clarification] from you within ten (10) days from today's date, we will consider your request withdrawn.
- Your request did not reasonably identify specific records. We cannot comply with your request without clarification. Please call me at (701) _____.
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¹ A public entity does not have to convert its records to another format, create or compile records that do not exist, or obtain records originating from another public entity that it does not have in its possession. A public entity has no obligation to respond to requests for *information*, to respond questions about its duties, functions or operations, or to explain the content of its records.