

Richard L. Tettamant,  
Administrator

Brian F. Blake,  
Assistant Administrator

Donald C. Rohan,  
Assistant Administrator



D A L L A S  
**POLICE & FIRE**  
PENSION SYSTEM



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January 6, 2003

Mr. Columbus A. Alexander III, CPA  
P.O. Box 1260  
Addison, Texas 75001-1260

Re: **Open Record Request**  
**Dated December 17, 2002**

Dear Mr. Alexander:

On or about **December 17, 2002**, you forwarded the attached open records request to Mr. Benevides, Dallas City Manager, requesting two categories of information regarding "the Dallas Police and Fire Pension System, its Pension Plan, and its Board of Trustees (collectively, "the Pension System"). The City of Dallas forwarded the request to the Pension System.

In response to your December 17 request, the Pension System can produce to you at 10 a.m. on January 13, 2003, documents responsive to your request, for the periods from fiscal year 1995-1996 through 2001-2002. Those documents for that time period may be retrieved by you at 10 a.m. on said date at the office of Lawson, Fields, McCue, Lee & Campbell, P.C., 14135 Midway Road, Suite 250, Addison, TX 75001.

With respect to fiscal periods preceding the 1995-1996 fiscal year for the Pension System, documents potentially responsive to your request, if they exist, are in offsite storage. The Pension System will make a search for this information and provide it to you to the extent it is located. However, the information that may exist is not available at one location. For example, it will be necessary to retrieve and search more than one box from a remote storage facility in order to find the requested information for the pre-1996 years. The estimated cost for obtaining the files containing the potentially responsive documents, reviewing those files to determine if responsive documents are contained therein, photocopying those documents and making them available to you are as follows:

1. \$25.00 for a retrieval charge for each set of boxes ordered from the offsite storage company;
2. Approximately \$5.00 photocopying charge at \$.10 per page;

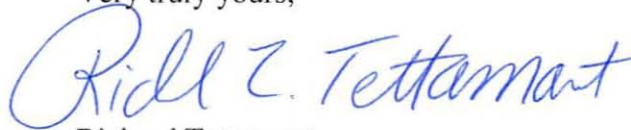
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3. Approximately \$36.00 for two hours of labor at \$15.00 per hour plus 20% overhead for reviewing and identifying responsive documents.

Please advise us in writing within ten days of the date of this letter or any subsequent updated itemized statement whether you wish the Pension System to attempt to retrieve and identify documents for those fiscal periods prior to 1995 and incur the expenses noted above. Your December 17 request will be considered by the Pension System to have been automatically withdrawn by you if a written response from you is not received within the ten (10) days after the date of this statement indicating that you will accept the estimated charges or that you are modifying the December 17 request in response to this itemized statement. However, if you provide the above-written authorization, the Pension System will order the documents from offsite storage, review them and produce any responsive documents at 10 a.m. on January 27, 2003. Those additional documents, if ordered, will also be made available at the above-referenced location.

You must respond to this letter in writing transmitted by mail, telecopy (972-490-9545) or by hand-delivery directly to Gary Lawson, at the above-referenced address for Lawson, Fields, McCue, Lee & Campbell, P.C.

Very truly yours,

  
Richard Tettamant

cc: Mr. Teodoro J. Benevides  
Ms. Pam Mickens  
Mr. Gary Lawson