October 30, 2020

Beryl Lipton

***Via email: 97119-03765957@requests.muckrock.com***

Re: City of Fort Worth Public Information Request No.: W103268-063020

Dear Beryl Lipton,

The City received a public information request from you on June 30, 2020. Your request stated the following:

**“To Whom it May Concern: Pursuant to the Texas Public Information Act, I hereby request the following records:**

**Materials related to and sufficient to show all instances of alleged or actual inappropriate or illegal behavior or actions resulting in compensation or expenditures involving this agency.**

**Responsive materials include records of all settlements (formal and informal) and payments to which this agency was or is a party for the period from January 1, 2010 through the date this request is processed. Responsive materials include those for matters and legal claims resolved prior to the initiation of any litigation.**

**In particular, materials responsive to this request include all reports, lists, databases, spreadsheets, and other documentation detailing incidents of legal claims or other allegations requiring compensation for claimants, attorneys, or any other party.**

**If spreadsheets or similar documents are available in response to this request, please provide all segregable data, including but not limited to:**

**The nature of the claim or legal matter**

**The claimant and other parties involved**

**The relevant case and tracking numbers for court and internal systems**

**The date the lawsuit was served or litigation commenced**

**The final disposition or current status of the case, including whether a case is still pending**

**The amount spent to date as a result of the legal engagement**

**The amount paid to any parties related to the legal claim, including any city payout and any non-monetary compensation**

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The City is committed to providing you with the information you are seeking but does not store such information in spreadsheets as you have requested.  However, in order to locate records that may be responsive to your request, the City is seeking clarification from you. At this time it is unclear whether you are seeking simply the settlement agreements themselves or additional records?

If you are seeking settlement agreements, that information could be located and provided to you. However, if you are seeking other types of settlement-related records, the City would need to search the files of every employee in multiple departments for a ten year timeframe. Because of the vague and expansive scope of the language of your request, there would likely be a very substantial fee associated with locating, compiling, and providing such information to you, as authorized by the Texas Public Information Act.

Therefore, rather than sending you a very high cost estimate for the information you have requested, we would like to see if you might be interested in either clarifying or narrowing the scope of your request in order to decrease or eliminate the cost to you while ensuring that you receive the information you seek from the City.

For example, you could limit the timeframe of the records requested, or specify specific types of settlement records you are seeking (e.g. only the settlement agreements themselves). I offer these ideas only as examples of ways that you could limit the scope of your request in order to make things more expedient for you.  There certainly may be other approaches that you could take to limit that scope.

**Please be advised that if the City does not receive a written response from you by the 61st day after the date this letter is sent to you, your request for public information is considered to have been withdrawn by you.**

You may send your written response using one of the following methods:

* Open Records Portal: <https://www.fortworthtexas.gov/departments/citysecretary/records>
* Email: publicinformationadministrator@fortworthtexas.gov
* Mail or in person at: Officer for Public Information OR Public Information Administrator

 200 Texas Street, Suite 3614, Fort Worth, Texas 76102

Please feel free to contact me if you have any questions regarding this matter.  The City looks forward to working with you to provide you with the information you are seeking.

Sincerely,

*Annette Henderson*

Annette Henderson, Public Information Coordinator