

**From:** Sylvia Murphy [<mailto:MurphyS@SherwoodOregon.gov>]  
**Sent:** Tuesday, August 21, 2012 1:02 PM  
**To:** Jann Carson  
**Cc:** Jeff Groth; Julie Blums; Joseph Gall; [paul@gov-law.com](mailto:paul@gov-law.com); [Heather@gov-law.com](mailto:Heather@gov-law.com); Yen Huynh ([Yen@gov-law.com](mailto:Yen@gov-law.com))  
**Subject:** City of Sherwood-ACLU Request for Records

Ms. Carson,

The City has received your letter requesting records (attached) pertaining to **Policies and Procedures Concerning Police and Technology** and check #6733 for \$20. The following is the scope of available records and an estimate of time and cost associated with compiling said records.

**Police Dept.**

Will address items #1, #3a and #4.

Item #2 does not apply to us, and item #3b would be maintained by Finance if there is any.

PD - 2 hours at \$84.92 (\$42.46 x 2)=\$169.84

**Finance Dept.**

I just spoke with the Chief and to both of our knowledge we have never paid for cell phone records. Finance's time would be zero.

With consideration of the \$20 submitted, a balance of \$149.84 is remaining to proceed with fulfilling the request, the City is not considering waiving of fees at this time, if actual cost is less than estimated a refund will be issued. Please advise how you would like to proceed. Please be advised that any fees associated with legal counsel review of records will be added to the balance owed.

Thank you,

Sylvia Murphy, CMC, City Recorder  
City of Sherwood  
[murphys@sherwoodoregon.gov](mailto:murphys@sherwoodoregon.gov)  
Ph: 503-625-4246  
Fax: 503-625-4254

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