

City of Littleton

Police Department

2255 West Berry Avenue
Littleton, Colorado 80165
303-795-3875
FAX 303-795-3706

August 13, 2012

VIA EMAIL

Sara J. Rich
Staff Attorney
ACLU of Colorado
303 E. 17th Avenue, Suite 350
Denver, Colorado 80203

RE: Public Records Request addressed to Littleton Police Chief Heather Coogan

Dear Ms. Rich:

We have estimated the following expenses in reference to your Records Request:

Estimate of Copies	200 x .25	=	50.00
Research and Preparation	6-8 hrs	=	330.00
Previously Sent (copies and time)		=	<u>122.50</u>
Total		=	<u>\$502.50</u>

We require a 50% deposit, \$251.25. Please let me know if you have any questions.

Sincerely,



Bill Christensen
Division Chief

cc: Heather Coogan, Chief of Police
Kirsten Crawford, City Attorney
Kristin J. Schledorn, Deputy City Attorney



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