

October 26, 2007

Via Electronic and First-Class Mail

Mr. Karl Mansoor  
4596 Woods Edge Road  
Troy, Virginia 22974

**Re: Response to Freedom of Information Act Request to the  
Albemarle County Police Department**

Dear Mr. Mansoor:

Chief Miller received your letter dated October 18, 2007 seeking certain records under the Virginia Freedom of Information Act (the "Act") on October 23, 2007. I am writing on behalf of the Albemarle County Police Department in response to your request within the five working day period provided by the Act.

You have requested "[a]ll Police reports" that have been made pertaining to sixteen kinds of offenses under Title 18.2 of the Code of Virginia for the years 2002 to the present. You have also requested advance notice if the cost of production is expected to exceed \$100. The estimated cost of "accessing, duplicating, supplying, or searching for the requested records" pursuant to Virginia Code §2.2-3704 (F) is \$5439.44. This is based on the following calculations:

- Approximately 789 reports responsive to your request exist. Each of these reports must be retrieved, printed and reviewed individually for material that is responsive to your request and material that is exempt under the Act. Any exempt material on the reports will need to be redacted by hand.
- An average of 15 minutes per report will be needed in order to be retrieved, printed, reviewed, redacted and photocopied. 789 reports multiplied by 15 minutes equals approximately 197 hours.

- One clerical employee with an hourly rate of \$13.46 will perform the tasks of retrieving, printing and copying the reports, spending a total of 98.5 hours. This time spent totals **\$1325.81**.
- One sworn employee (lieutenant) with an hourly rate of \$39.36 will perform the tasks of reviewing and redacting reports, spending a total of 98.5 hours. This time spent totals **\$3876.96**.
- The photocopy cost for 789 reports at an average of 3 pages per report comes to **\$236.67**.

Virginia Code §2.2-3704 (H) provides that if a public body “determines in advance that charges for producing the requested records are likely to exceed \$200, the public body may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination.” Pursuant to this section, I request that you please provide a deposit in the amount of \$5439.44 payable to the County of Albemarle, Virginia if you wish the department to respond to your request.

As an alternative, you are welcome to modify or narrow your request for records. Should you wish to take that option, please provide your modified request in writing to me or Lieutenant John Texeira at your earliest convenience.

Thank you for your attention to these matters.

Annie Kim  
Senior Assistant County Attorney

cc: Lt. John Texeira