



**CITY OF RICHMOND**  
**POLICE DEPARTMENT**  
**A/CHIEF RICHARD G. EDWARDS**  
**INTERIM CHIEF OF POLICE**

**VIA E-MAIL**

November 9, 2022

Alice Minium

**RE: FOIA Request: All current Richmond Police Department general orders**

Dear Ms. Minium:

This is in response to your Virginia Freedom of Information Act (FOIA) request, referenced above, which was received on or about November 2, 2022, in the Office of General Counsel.

In your November 2<sup>nd</sup> request, while you state that you would like to move forward with your request if a fee waiver is unable to be provided and wrote that you "will not require a cost estimate;" however, in the same request, you also asked for a line item cost breakdown to allow you the opportunity to potentially amend your request. As such, I am providing this cost estimate for your review.

<b><u>Estimate Itemization</u></b>			
<b>Task</b>	<b>Cost Per Hour</b>	<b>Anticipated Time Expenditure</b>	<b>Total Estimated Cost</b>
Review, and redaction, if necessary, of each of the Department's 151 general orders	\$52.14	151 hours	\$7,873.14

Please note that this estimate itemization was calculated based on a previous FOIA request processed by the Department, whereby one general order was reviewed and redacted, and the fulfillment of that FOIA took one hour.

Pursuant to Virginia Code § 2.2-3704 (H), the Office of General Counsel requests that a deposit in the amount of \$7,873.14 be paid before continuing to process your FOIA request.

Once the FOIA request has been processed, any additional costs incurred which were required to process this request will be billed by invoice. However, if the actual cost is less than the estimate, that amount will be reflected on the invoice accompanying our response and any excess deposit will be returned to you.

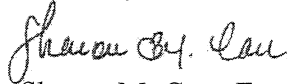
Please let us know in response via email how you would like to proceed with the above-mentioned FOIA request.



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Should you have questions, please contact the Office of General Counsel at (804) 646-6801.

Sincerely,



Sharon M. Carr, Esq.  
Office of General Counsel