

June 16, 2020

Re: PRR # 20-1961
Initial Request

To Whom It May Concern:

This letter is in reference to your request for records received by our Public Records Unit. It has been assigned request # 20-1961. Please refer to this number when corresponding with our offices on this matter.

Cost of your **documents/shipping** is: \$11.20 (\$1.00 for the requested materials and \$10.20 for shipping) we are required to mail all requests; first class, certified mail and return receipt.

In lieu of the Division paying for the cost of shipping, you have the option to send a \$1.00 check with a pre-paid, self-addressed padded CD envelope.

Make company checks/money orders payable to: Columbus City Treasurer - Police (**indicating public request number with payment**). Forward to: Columbus Division of Police- Public Records Unit; 120 Marconi Blvd.; Columbus, OH. 43215; Attn: Kathryn Hartshorne, Public Records Unit.

Sincerely;

Kathryn D. Hartshorne
Public Records Unit
(614) 645-4896
M-F; 7am-3pm

KDH