

# Ethics Watch

January 29, 2007

The Honorable Mike Coffman  
Secretary of State of Colorado  
1700 Broadway, Suite 250  
Denver, CO 80290

**VIA FACSIMILE: (303) 869-4860**

RE: Colorado Open Records Act Request

Dear Secretary Coffman:

Pursuant to the Colorado Open Records Act, C.R.S. § 24-72-201 *et seq.*, Colorado Ethics Watch makes this request for records, regardless of format, medium or physical characteristics.

Specifically, Ethics Watch seeks to inspect the following documents and records:

1. Any and all schedules, daily agendas and calendars for Secretary Coffman and Jacque Ponder for the months of October 2007 through January 2008. This request includes information about meetings and/or discussions, whether in-person or over the telephone, agendas, minutes and a list of participants for those meetings and/or discussions, and transcripts and notes of any such meetings and/or discussions.

2. Any and all correspondence, memoranda, and electronic mail in any way related to Secretary Coffman's campaign for congress, including electronic mail on both personal and state-issued email accounts that was generated during normal business hours and/or using state-issued computers.

Please search responsive records regardless of format, medium, or physical characteristics. If feasible, please email or fax; no original need be mailed. Please set a date and hour within three working days at which the records will be available for inspection as required by C.R.S. § 24-72-203(3). Ethics Watch does not agree to pay any charges associated with the retrieval of responsive documents without prior authorization.

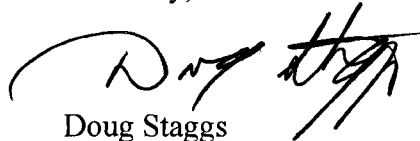
If these records are not in your custody or control, please notify me forthwith and state in detail to the best of your knowledge the reason for the absence of the records, their location, and what person or persons has custody or control of the records, as required by C.R.S. § 24-72-203(2).

If you deny access to any of the above public records, please provide forthwith a written statement of the grounds for the denial, citing the law or regulation under which access is denied as required by C.R.S. § 24-72-204(4).

If you have any questions about this request or foresee any problems in releasing fully the requested records within the requisite three-day period, please call me within that time period. I can be reached at (303) 626-2100. Alternatively, you can deliver the requested documents to Doug Staggs, Colorado Ethics Watch, 1630 Welton Street, Suite 415, Denver, CO 80202, via facsimile at (303) 626-2101 or via electronic mail at [dstaggs@coloradoforethics.org](mailto:dstaggs@coloradoforethics.org).

Thank you for your prompt attention to this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Staggs". The signature is stylized and cursive, with a large initial "D" and a long horizontal flourish extending to the right.

Doug Staggs  
Research Director