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From: McDonough, Gerald (EOL)

Sent: Monday, September 17, 2007 2:01 PM

To: Merra, Jeffrey (DET); Spicer, Richard (DET)

Cc: Ganong, Robert (DET); Malmborg, Edward (DET); Mackley, David (DET); James, Jennifer (EOL); Lenihan, Joan (EOL); Wallace, David (DET); Walsh, Linnea (EOL)

Subject: DWD Public Records Requests

Henceforth, if you get a public records request, please follow these procedures:

1. All agencies are still required to follow the procedures outlined in Ben Clements' memo of February 12, 2007, a copy of which is attached hereto.
2. No agency is required to forward copies of routine public records requests received in the ordinary course of business to EOLWD. Instead, you are only required to forward public records requests that comply with Ben Clements' memo, or are otherwise outside the ordinary course of business.
3. All such requests outside of the ordinary course of business should be immediately forwarded to me. Please confer with me before transmitting any response to any request.
4. Please use the attached fax cover sheet to transmit such public records requests to Michael Pineault and me.
5. If any request is from a media organization, or in your opinion is likely to become the focus of media attention, please call Linnea Walsh (617-626-7111) as soon as possible.

Please call me if you have any questions or concerns about these procedures. Thanks. – Gerry McDonough