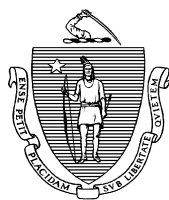


[Name, Title, Contact  
Information]



The Commonwealth of Massachusetts  
[AGENCY]

# via Fax

Date: \_\_\_\_\_ Page(s): \_\_\_\_\_

To: Michael Pineault, Deputy Chief Legal Counsel, Fax # (617) 727-8290

CC: Gerry McDonough, General Counsel, EOLWD, Fax # (617) 727-1090

From: \_\_\_\_\_

Re: Public Records Request dated [date of request]  
\_\_\_\_\_  
\_\_\_\_\_

Attached is a copy of a public records request received by this office and forwarded to you because it is a non-routine request of the following nature:

- (1) Request that implicate sensitive or controversial issues. ☐
- (2) Request that relate to pending litigation or that portend future litigation. ☐
- (3) Request that, from their content or format, appear to have been made to multiple departments. ☐
- (4) Request from a media organization. ☐
- (5) Request other than a request in the ordinary course of business. ☐
- (6) Other reason (please specify): ☐

If you would like to discuss this further, I may be reached at [phone number].