

Anita Tekle
Town Clerk
Town House
22 Monument Square
Box 535
Concord MA 01742

April 14, 2008

Dear Anita,

I am requesting copies of public documents and understand that I must first pay a reasonable fee for the cost of making reproductions.

Below please find an outline of the material I wish to be provided with:

1.

- a. The record of all phone calls made by or on behalf of the Selectmen between the dates of Jan 1, 2007 and April 28, 2008. This would include the information contained in the telephone company's itemized bill to the town, as well as all information contained in phone logs kept by the Selectmen and the Selectmen's Administrative Assistant.
- b. All the e-mail correspondence of the Selectmen relating to Town business. This would include both the e-mail received and the e-mail sent by the Selectmen and the Selectmen's Administrative Assistant between the dates of Jan 1, 2007 and April 28, 2008.

(an electronic copy is preferred, please provide a printed copy of the e-mail only if an electronic version is impossible)

2.

- c. The record of all phone calls made by or on behalf of the Town Manager and Assistant Town Manager between the dates of Jan 1, 2007 and April 28, 2008. This would include the information contained in the telephone company's itemized bill to the town, as well as all information contained in phone logs kept by the selectmen and the Town Manager's Executive and Administrative Assistants.
- d. All the e-mail correspondence of the selectmen relating to town business. This would include both the e-mail received and the e-mail sent by the Town Manager and Assistant Town Manager and the Town Manager's Executive and Administrative Assistants between the dates of Jan 1, 2007 and April 28, 2008.

(an electronic copy is preferred, please provide a printed copy of the e-mail only if an electronic version is impossible)

3

- e. The record of all phone calls made by or on behalf of the Planning Division between the dates of Jan 1, 2007 and April 28, 2008. This would include the information contained in the telephone company's itemized bill to the town, as well as all information contained in phone logs kept by the Director and Planning Division staff
- f. All the e-mail correspondence of the Planning Division relating to town business. This would include both the e-mail received and the e-mail sent by the Planning Division between the dates of Jan 1, 2007 and April 28, 2008.
(an electronic copy is preferred, please provide a printed copy of the e-mail only if an electronic version is impossible)

With regard to the phone call information mentioned above, I am only interested in the call records: including phone number, date, time and duration. I do not want any of the phone company billing information that might be associated with the phone records, only the call information. I am not interested in what the amount of the phone bills are.

I realize that this is a large request and that your office is busy at the moment preparing for the 2008 Town Meeting. For that reason, I am happy to have the clock for the 10day information response time begin on the day after Town Meeting Adjourns this May.

In addition, because of the overall size of this request, you may decide that it would be more convenient to provide the information incrementally as if it amounted to a series of related requests. I would be just as happy if you wanted to break my request down into 4 individual 4 month time periods and give me a separate copying fee estimate for each. If that is what you might do, then my first request would be for the time period January 1, 2008 through April 28, 2008.

Thank you for your help.

Sincerely,

Rich Stevenson
63 Prescott Rd
Concord, MA 01742

978 371-0106

rich@concordma.com