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Date: 10/27/2015 11:33:24 AM
Subject: FOIA for Jeremy Borden - June 10-27th

Staff,

Our office needs to compile a cost estimate for a FOIA request sent from Jeremy Borden:

Please search your records (paper and electronic) for **all communications sent from you or received by you between the time period, June 10th – 27th, 2015.**

Please let me know the number of records/emails and the time it took you to search for them (use five minute increments). For email records, go ahead and start and save a folder of the emails you identify so that it will be easier for you when it's time for printing.

Thank you,

Rebecca

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