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**Date:** 9/16/2014 2:21:18 PM  
**Subject:** FOIA re. SLED Emails/Letters

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Staff,

Our office has received a FOIA request from a citizen, Ryan Luther, regarding SLED. You will need to conduct your own search and provide us with your records no later than **COB this Thursday, September 18<sup>th</sup>**.

**All written communication between the Governor's Office and SLED from July 1, 2014 to August 28, 2014.**

Don't Forget:

- Print your records, one-sided without staples. **If you have more than 50 pages, give us an estimated number BEFORE printing.**
- DO NOT** print attachments. Rather, provide us with an estimated number of attachments.
- Provide the amount of time it took you to search for these records, **AND** if applicable, provide the amount of time it took you to copy your records.

*Each staff member is responsible for complying with FOIA and conducting his or her own, individual search of his state emails and personal email records related to state business. Any staff member who does not submit a response will be considered not to possess records related to this request. If you have any questions, please let us know.*

Thank you,

Rebecca

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