

## Tammy Hodgman

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**From:** Tammy Hodgman  
**Sent:** Tuesday, November 18, 2025 3:15 PM  
**To:** records@sunlightaccess.com  
**Subject:** Electronic Summary of Purchase Order Summary  
**Attachments:** FOAA records@sunlightaccess.com.pdf

Dear Mr. Smith,

Your request for an "electronic summary of purchase orders (not the individual purchase orders themselves) issued by Town of Windham from January 1, 2020 through October 31, 2025".

Be advised that in this instance, requests will not be fulfilled by a query of raw data from our software. The report being requested does not exist as a pre-existing document. You are asking the Town to generate a new report by running the software—essentially asking for the creation of a compilation of data that is not otherwise available. FOAA does not require the Town to do this. The request is exempt under 1 M.R.S. § 408-A(6) because fulfilling it would require the creation of a record that does not currently exist (a specific report).

Thank you,

**Tammy Hodgman**

Executive Assistant and Website Coordinator | tahodgman@windhammaine.us

Town of Windham | Office of the Town Manager

8 School Road | Windham, ME 04062 | [www.windhammaine.us](http://www.windhammaine.us)

Ph. 207.892.1907 | Fax 207.892-1910

**PUBLIC HOURS: Monday 7:00-5:00 Tuesday 7:00-6:00 Wednesday 7:00-5:00 Thursday 7:00-4:00**



NOTICE: Under Maine's Freedom of Access ("Right to Know") law, documents – including emails – in the possession of public officials about town business are considered public records. This means if anyone asks to see it, we are required to provide it. There are very few exceptions. We welcome citizen comments and want to hear from our constituents, but please keep in mind that what you write in an email is not private and will be made available to any interested party.

