

Tammy Hodgman

From: Tammy Hodgman
Sent: Monday, August 11, 2025 4:39 PM
To: areynolds@thedatabranch.com
Cc: Linda Morrell
Subject: FW: Records Request - Purchase Order Data - Windham Center

Good afternoon,

This email serves as both acknowledgement and response to your request for information.

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).

Sincerely,

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
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.

From: Linda Morrell <lsmorrell@windhammaine.us>
Sent: Wednesday, July 30, 2025 2:42 PM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: FW: Records Request - Purchase Order Data - Windham Center

From: areynolds@thedatabranch.com <areynolds@thedatabranch.com>
Sent: Wednesday, July 30, 2025 2:35 PM

To: Linda Morrell <lsmorrell@windhammaine.us>
Subject: Records Request - Purchase Order Data - Windham Center

Warning: Unusual sender <areynolds@thedatabranch.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Dear Public Records Officer,

Pursuant to the Maine Freedom of Access Act (1 M.R.S.A. § 401 et seq.)

The Data Branch is hereby submitting a public records request for purchasing data. Specifically, we request a spreadsheet or equivalent file containing all purchase orders issued between January 1, 2021, and the present.

Scope of Request:

We are seeking all purchase orders issued by any and all departments, divisions, or teams under your city/town/municipality, including (but not limited to) general administration, public works, parks and recreation, public safety, finance, IT, and education (if applicable).

If a centralized report is not available, we are happy to accept:

- Department-level or segmented purchasing data
- Any readily available reports,
- Or records grouped by department, if that is how they are stored.

Requested Details (if readily accessible):

- Purchase order number (or equivalent)
- Purchase date
- Vendor ID or name
- Department or issuing entity (if available)
- Line item description
- Quantity
- Unit price
- Total price

Preferred Format & Delivery:

We understand systems vary and that a spreadsheet export from your ERP system is often the most accessible. However, we are happy to accept:

- Spreadsheet (preferred)
- PDF or Word documents
- Existing ERP reports

- Any general or summary-level purchasing records you already have on hand, even if they don't include all requested fields

Commercial Nature & Flexibility:

This is a commercial request for research purposes. We are happy to comply with all relevant policies and to work with your office to narrow, clarify, or adjust the request in any way that makes it easier to fulfill.

Contact Information:

My name is Amber Reynolds

Email: areynolds@thedatabranch.com

Phone: [\(302\) 585-3132](tel:(302) 585-3132)

Address: 1111B S Governors Ave STE 21033, Dover, DE 19904

We appreciate your attention to this matter and look forward to your prompt response. Please confirm receipt of this request and provide an estimated date for the delivery of the requested records.

Thank you for your cooperation.

Sincerely,

The Data Branch Research Team