

Tammy Hodgman

From: Tammy Hodgman
Sent: Tuesday, December 2, 2025 9:36 AM
To: Shea Smith
Subject: FW: Electronic Summary of Purchase Order Summary

Dear Mr. Shea,

Upon further discussion with Finance, we were able to locate 'Invoice Proof' reports from January 2022 through March 2025, because the reports were saved from another FOAA request that they assisted with. All reports prior to 2022, that we saved on servers Tyler Technologies house, are no longer available. A few months ago, after another upgrade/update, records were purged again by Tyler Technologies, unbeknownst to us. They made some modifications to their storage offerings and now only hold two months of reports. Reports we assumed would remain available.

The electronic records we are able to provide can be found at:  [InvProof Reports](#)

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

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: Tammy Hodgman
Sent: Tuesday, November 25, 2025 7:29 AM
To: 'Shea Smith' <records@sunlightaccess.com>
Subject: RE: Electronic Summary of Purchase Order Summary

Dear Mr. Smith,

The town does not use purchase orders and the only reports we physically generate are an invoice entry proof report which is run to review prior to the warrant (approval of checks to be run). These reports include vendor, invoice(s)/payment total, and a generic description..

We are currently reviewing our records, including some of the older hardcopy invoice proof reports currently stored outside of the office that may be responsive to your request. We will inform you of a projected turnaround time and cost for fulfilling your request as soon as we are able to provide you with a reasonably accurate estimate. 1 M.R.S. § 408-A(8-B) outlines that “the agency or official may charge a fee to cover the actual cost of searching for, retrieving and compiling the requested public record...” and that would only be after the first 2 hours of staff time at no charge. After the first two hours we will charge a fee of not more than \$25 per hour.

I will be in touch soon with that estimate.

Thank you,
Tammy

From: Shea Smith <records@sunlightaccess.com>
Sent: Wednesday, November 19, 2025 1:57 PM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: Re: Electronic Summary of Purchase Order Summary

Warning: Unusual sender <records@sunlightaccess.com>

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

Thank you for your response.

I want to clarify that I am not requesting the creation of a new customized report, nor am I asking the Town to generate a record that does not exist. Rather, I am requesting the underlying public records in whatever form they already exist, as permitted under Maine FOAA.

Under 1 M.R.S. § 408-A(5), an agency is required to provide:

“existing public records in any form in which they exist.”

If the Town maintains purchase order information in a database or accounting system, those underlying records whether stored individually or as entries in a data table are public records. FOAA does not distinguish between a “report” and the underlying data; it only requires that the records be provided in the format in which they currently exist.

Please furnish the documents or provide a signed letter with your reason for denial. If denied, I will be forced to appeal the decision to the Maine Attorney General - Public Access Ombudsman, If I do not hear back within 5 business days, I will consider the non-response as your office denying the request.

Thank you,

Oshea

On Tue, Nov 18, 2025 at 2:15 PM Tammy Hodgman <tahodgman@windhammaine.us> wrote:

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

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