

## **Tammy Hodgman**

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**From:** Tammy Hodgman  
**Sent:** Monday, July 14, 2025 7:55 AM  
**To:** foia@thedatabranch.com  
**Subject:** FOAA Purchase Orders  
**Attachments:** The Data Branch all P.O.s from Jan 2021\_7.11.2025.pdf

Good morning,

This email serves as the statutory 5-day acknowledgement of your information request and our response.

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](mailto: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.

**Print**

**Freedom of Access Act Requests - Submission #2514**

**Date Submitted: 7/11/2025**

**Requestor Name:\***

Woo Park

**Company / Organization Name:**

The Data Branch

**Phone:\***

302-585-3132

**Email: \***

foia@thedatabranch.com

### Description of public records requested:\*

The Data Branch is hereby submitting a commercial records request. We seek a spreadsheet containing all purchase orders from January 1, 2021, to present day.

#### Requested Information:

Spreadsheet containing all purchase orders from January 1, 2021, to present day. If easily accessible, please provide the following details for each purchase order:

- Purchase order number or equivalent
- Purchase date
- Vendor ID or equivalent
- Vendor name
- Line item details
- Line item quantity
- Line item unit price
- Line item total price

#### Format & Delivery:

We understand systems and formats may vary. These records generally live in your ERP, and a spreadsheet export of that may be easiest. We would appreciate it if you replied in this email thread if possible. However, if this is not possible, please feel free to send them in any format you prefer, including:

- Spreadsheet (Preferred)
- PDF
- Word
- Existing reports from your ERP
- Any readily available, already existing records resembling purchasing records (even if missing some requested columns)

#### Note on Commercial Nature & Scope:

This request is for research and informational purposes. We recognize it as a commercial request and will comply with all relevant policies. We appreciate your time as well as your team and are happy to work with you to narrow or clarify the request if needed.

#### Contact Information:

Email: foia@thedatabranch.com

Phone: (302) 585-3132

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

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