

## Tammy Hodgman

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**From:** Tammy Hodgman  
**Sent:** Wednesday, May 28, 2025 3:44 PM  
**To:** andrew@notionize.org  
**Cc:** Linda Morrell  
**Subject:** RE: Maine Public Records Custodian for Town of Windham

Dear Mr. Carlton,

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

In this instance, a request 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.

-----Original Message-----

From: Linda Morrell <lsmorrell@windhammaine.us>  
Sent: Tuesday, May 27, 2025 6:54 AM  
To: Tammy Hodgman <tahodgman@windhammaine.us>  
Subject: FW: Maine Public Records Custodian for Town of Windham

For you....

-----Original Message-----

From: Andrew Carlton <andrew@notionize.org>  
Sent: Monday, May 26, 2025 2:56 PM  
To: Linda Morrell <lsmorrell@windhammaine.us>  
Subject: Maine Public Records Custodian for Town of Windham

Warning: Unusual sender <andrew@notionize.org>

You don't usually receive emails from this address.

Make sure you trust this sender before taking any actions.

Linda Morrell,

Pursuant to the Maine Freedom of Access Act § 402 et seq., (the "Act"), I write to request a copy of all Town of Windham full time employees' first, middle (if available) and last names, including their job title/position, their campus/office location, date of hire and email address. Please provide this information in an electronic format such as Excel or .csv.

If your Office does not maintain these public records, please forward the request to the office or agency that maintains the records and notify me that the request has been forwarded. See Me. Rev. Stat. tit. 1, § 408-A(3).

I will anticipate to receive an acknowledgment and completed request as soon as practicable and without unreasonable delay. As provided by the Act, I will expect an acknowledgment of receipt of this request within five (5) working days. See Me. Rev. Stat. tit. 1, § 408-A(3). Within a reasonable time thereafter, I expect to receive a time estimate in which your office will comply with this request. Id. If no response is received, I will assume my request has been denied. See generally Me. Rev. Stat. tit. 1, § 408-A(4).

If you believe this information is not public, or choose to deny this request, I ask that you immediately notify me and provide the specific statutory exemption(s) upon which you rely. See generally Me. Rev. Stat. tit. 1, § 408-A(4). If part of the information is public and part is not, please provide all portions of the public record that are not excluded. Id.

I agree to pay any reasonable fees associated with this request not to exceed the cost of searching for, retrieving, compiling, and copying the requested records. See Me. Rev. Stat. tit. 1, § 408-A (8). Please provide a receipt indicating the charges for each document.

Thank you for your assistance.

Sincerely,

Andrew Carlton

[andrew@notionize.org](mailto:andrew@notionize.org)

<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.notionize.org&c=E,1,cLV8UCh4tFSmvWhGr1rs-K1Q-Zv4SavpLaiNACcYB2u7KT0ywXoLj4rQc8fNU4IGHPLaABEVBJZWczIhICGna54ZizPNTAaw7yrtSAFSegiOEM,&tyo=1>