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June 2, 2016

Avery Day, Chief Legal Counsel
Office of the Governor
1 State House Station
Augusta, ME 04333-0001

Dear Mr. Day:

On behalf of the Natural Resources Council of Maine, and pursuant to Maine's Freedom of Access Law, 1 M.R.S.A. § 401, *et seq.*, I am requesting from the Office of the Governor all documents in its possession, custody, or control, from January 1, 2016 to the present regarding the Natural Resources Council of Maine. Specifically, this document request includes but is not limited to:

1. All memos, notes, emails, or other documents that mention the Natural Resources Council of Maine;
2. All memos, notes, emails, or other documents that relate in any way to research done by or for the Office of the Governor to identify members or financial supporters of the Natural Resources Council of Maine or to identify the mailing addresses for members or financial supporters of the Natural Resources Council of Maine;
3. All drafts, notes, emails, memos, and other documents that relate in any way to a letter mailed in May 2016 from the Office of the Governor to supporters of the Natural Resources Council of Maine, including information about the number of letters mailed, individuals who were sent a letter, how the mailing addresses were acquired, staff involved in researching the mailing addresses, and the cost of preparation and postage of such letters;
4. All memos, notes, emails, or other documents that relate in any way to a "Wanted" poster mentioning the Natural Resources Council of Maine that was displayed at a Town Hall meeting held by the governor in March 2016 in Bath, Maine;
5. All documents that identify individuals in the Office of the Governor, Executive Branch, Republican House and Senate Offices, or outside organizations who were involved in preparing documents about the Natural Resources Council of Maine for the Office of the Governor; and
6. All documents that identify the cost and the source of funding for the preparation of documents about the Natural Resources Council of Maine for the Office of the Governor.

For purposes of the above request, “document” includes all written materials including memos, emails, notes, minutes of meetings, outlines, proposals, agreements, and any other written or electronic materials related to the topic requested. The request includes documents prepared for the Office of the Governor by any staff member of any agency of the Executive Branch. The document retrieval should include any relevant documents that may be on the laptops and PC hard drives and personal network drives of staff.

In responding to this request, please consider “public records” requested under this Freedom of Access Act request to include any written, printed, or graphic matter, or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension including, but not limited to: notes, reports, databases, photographs, video or audio recordings, correspondence (including electronic email), memoranda, meeting notes and minutes, drafts and working papers, notes and summaries of conversations and interviews, and any other forms of written or recorded communication, including staff memoranda.

As provided by the open records law, your office must respond to this request within five business days. If you choose to deny this request, please provide a written explanation for the denial including reference to the specific statutory exemptions upon which you rely. Also, please provide all segregable portions of otherwise exempt material. NRCM agrees to pay any reasonable copying and postage fees of not more than \$50. If the cost would be greater than this amount, please notify me. Please provide a receipt indicating the charges for each document.

Thank you for your cooperation in this matter, please feel free to call me or e-mail me at cjohnson@nrcm.org if you have any questions in this regard.

Respectfully,

A handwritten signature in cursive script that reads "Catherine B. Johnson".

Cathy Johnson, Esq.
Senior Staff Attorney
Natural Resources Council of Maine