

Date: March 7, 2016

Between: Eric Finch, CTO
Martha Norberg, Seabold Group

Contact Info: 509-625-6455

Seabold Group contacted Mr. Finch for the purpose of clarifying the process for requesting certain information and documents in relation to this investigation. By prearranged appointment, Mr. Finch called Seabold and provided the following information.

Mr. Finch said that, as we previously agreed, we would direct requests to him. He said he would be happy to be the conduit. It would be helpful to get the document request in writing.

Mr. Finch said after he got our request he would talk to the City Clerk, the Police Records Clerk, and others who may have responsive documents, which is the same process they follow for Public Records Requests.

The investigator provided approximately eight types of information that we would be requesting, and Mr. Finch provided clarification on whether the information is available and how the information would be obtained.

1. **Texts:** He said they can identify which phones were searched and who conducted the searches in relation to text messages. He can also identify the search parameters and provide a full report of the search results. He said IT conducts the searches of City-owned phones. But if the phone is personally-owned, they cannot require the owner to turn over their phones without a subpoena. In those cases, the request is sent to the owner, and it is up to the owner to search his/her own phone for responsive documents. They are required to sign a statement stating that they found no responsive documents, or to provide the responsive documents they did locate. If city phone, they're required to turn their phones in, and people in IT do the search.
2. **Calendars:** Mr. Finch said they can do a calendar search for the electronic portion of calendars, but if they met and the meeting is not on Outlook, they would send the request to those individuals in the same way as described above. They need the start and end date, and any other details to help with the search.

Mr. Finch said it's up to staff to search their personal devices or calendars, but IT can search if City-owned, and if meetings are input into the Outlook calendar.

3. **Unredacted copies:** An issue that was brought up in the beginning of the investigation regarding whether Mr. Finch et al can provide Seabold with unredacted copies. Mr. Finch initially said that they needed authorization from Legal to provide unredacted copies and until they got that, they would treat Seabold's requests in the same manner as a PRR, following the same rules for exemptions and redactions. He didn't know of any progress made in this regard, but said he would pass along the concern to Legal. He also thought that since Seabold reports to the committee we can go through them.
4. **Emails:** It was agreed that Seabold would send Mr. Finch our list of email searches and after review, Mr. Finch could contact us for clarification to help narrow the scope of the search.
5. **Email invitation from Mayor Condon:** Mr. Finch said they can find that email from the terms I provided.
6. **Expanded exemption/redaction logs:** Mr. Finch said his office can provide those to us.
7. **Vacation schedules:** Mr. Finch would forward this information request to HR or the appropriate department (e.g. Police Department), depending on whose records we are requesting.
8. **Pfister's Log of Documents Produced:** Ms. Pfister provided Seabold with a working copy of a log she was preparing for Legal, which listed the August 2015 PRRs and the history of record production. The log contained only the August 18 and 20 Deshais PRRs, and we would request a current version of the log. Mr. Finch said he would forward that request to Ms. Pfister.