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January 21, 2021

Attorney Vanessa R. Chavez  
City of Green Bay Law Department  
100 N. Jefferson Street  
Green Bay, WI 54301

RE: Public Records Request

Dear Attorney Chavez:

This letter is to request the following records, under the state's Open Records Law (19.31-39, Wisconsin Statutes): Any and all documents related to the following:

1. Any and all written complaints, documents, **emails, texts**, electronic files, emails, records, notes, sent or received by Celestine Jeffreys on November 2, 2020, November 3, 2020 and November 4, 2020.

Please be aware that the Open Records law defines “record” to include information that is maintained on paper as well as electronically, such as data files and unprinted emails. Wis. Stat. § 19.32(2).

Please also be aware that the Open Records law “shall be construed in every instance with the presumption of complete public access consistent with the conduct of governmental business. The denial of access generally is contrary to the public interest and only in exceptional cases can access be denied.” If you deny my request, the law requires you to do so in writing and state what part of the law you believe entitles you to deny my request. Wis. Stat. § 19.35(4)(a).

As you know, the law requires you to respond to this request “as soon as practicable and without delay.” If you are not the records custodian for this information, please forward this request to the appropriate person. Also, please let me know if I can clarify or refine this request.

Sincerely,

  
Attorney Janet Angus