
From: Mark Young <myoung@smartprocure.us>
Sent: Friday, September 08, 2017 10:21 AM
To: kspofford@townsend.ma.us
Subject: Re: SmartProcure Public Records Request - Reminder for Town of Townsend

Dear Kathleen,

Thank you for your communication regarding our public records request. Based on the communication from the Town of Townsend advising that the information requested is not available in an electronic format, please close our request and consider it withdrawn.

If you have any questions regarding this request please reply to this communication or contact me by telephone at 954-289-0838.

Regards,

Mark Young
Data Acquisition Specialist
SmartProcure
Direct: [954-289-0838](tel:954-289-0838) |
myoung@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

On Sep 08, 2017, at 09:17 AM, Kathy Spofford <kspofford@townsend.ma.us> wrote:

Mr. Young,

After discussion with our Town Accountant there are no electronic records responsive to your request per your limitations as below.

“The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.”

Pursuant to 950 CMR 32.08, you may appeal this response to the Supervisor of Public Records within 90 calendar days.

Thank you,

Kathleen M. Spofford

Town Clerk

Town of Townsend

272 Main Street

Townsend, MA 01469

978-597-1704

FAX: 978-597-8135

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics unless it falls under one of the statutory exemptions to the Public Records Law MGL c. 4, s. 7(26). Consequently, email is subject to the disclosure, retention and maintenance provisions as required by law. MGL c. 66.

From: myoung@smartprocure.us [mailto:myoung@smartprocure.us]

Sent: Friday, September 08, 2017 7:07 AM

To: kspofford@townsend.ma.us

Subject: SmartProcure Public Records Request - Reminder for Town of Townsend

Dear Kathleen or Custodian of Public Records,

SmartProcure submitted a public records request on 2017-08-28 and has not received a response or acknowledgment, therefore the original request is being submitted again. If the original request is located, please disregard this request.

SmartProcure is submitting a public records request to the Town of Townsend for any and all purchasing records from 2013-01-01 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e. invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

The attached document may be helpful as a reference to fulfill this request if the Town of Townsend stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.us/?st=MA&org=TownofTownsend>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-289-0838.

Regards,

Mark Young

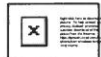
Data Acquisition Specialist

SmartProcure

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