



April 3, 2024

VIA EMAIL: rudolph.w.ogden@nh.gov

Rudolph Ogden, Legal Counsel
Office of the Governor
State House
107 North Main Street
Concord, NH 03301

**Re: January 26, 2024 Right-to-Know/Public Records Request
(NH-GOV-24-0043)**

Dear Mr. Ogden:

Thank you for your March 19 letter. I've been unexpectedly out of the office for a trial in North Carolina over the last couple of weeks and apologize for the delay in my response. I respond to your questions below.

Q: Could you describe the difference between item #1 and item #5 – is item #5 more focused on securing/storage policies/practice?

There is some overlap between items #1 and #5. Item #1 seeks the “Office’s policy or policies governing the retention, destruction and/or disposal of governmental records, including emails, texts and other direct messages (such as those in iMessage, WhatsApp, Signal, or Twitter.com), voicemail messages, instant messaging systems such as Lync or ICQ, and shared message systems such as Slack.” Responsive documents would consist of the policy or policies themselves, while Item #5, which seeks “All records reflecting the Office’s policies and procedures for keeping and maintaining governmental records in its custody,” would include additional records than just the policy or policies; for example, communications regarding those policies and procedures. Your office need not duplicate its responses where there is overlap.

Q: Can you clarify in item #3 what you would be seeking relative to “user manuals?” Are you seeking internally developed manuals or company published manuals? Note, relative to internally developed manuals we have nothing responsive.

Item #3 seeks “Records describing or reflecting any electronic software or platforms used by the the Office to search for records responsive to Right-to-Know requests, including but not limited to user manuals, policy or process documents, or other instructions or training materials.” These would include company published manuals.



Q: Relative to item #4, is this relative to both physical/digital space?

Yes, keeping in mind that all parts of our request seek records created or in effect from January 1, 2023, through the date the search is conducted. Item #4 seeks "Records describing the storage capacity or storage capability for records generated by the Office, including technical documents and policy or procedure documents."

I hope the above fully addresses your questions. Please do not hesitate to call me to discuss further. We look forward to receiving responsive records soon.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Haddix", is centered on a white rectangular background.

Elizabeth Haddix

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