Transmitted via Electronic Mail and Hand Delivery

Mr. Edward M. Birn
Director
Department of Administration
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Subject: Demand of Public Records pursuant to the Sunshine Reform Act

Hafa Adai Director Birn,

Pursuant to the authority granted by the Freedom of Information Act (Sunshine Reform Act of 1999), I hereby request a copy of any and all public records showing administrative leave used by government of Guam employees of each agency, including autonomous agencies and public corporations, during calendar year 2019.

As an alternative, you may provide a copy of an overall breakdown of administrative leave used by government of Guam employees in hours and dollars per department of each agency, including autonomous agencies and public corporations.

I hereby request that copies of any and all documents requested herein be transmitted via electronic mail to stayvigilantgu@gmail.com. Your assistance and consideration to this request is greatly appreciated. Should you have any further questions, you may contact me at 671-788-5532.

Respectfully,

Michelle Armenta
President, The Vigilance Committee, Inc.

CC: Edith Pangelinan, Deputy Director, DOA

www.stayvigilant.org
Email: stayvigilantgu@gmail.com