



Dear FOIA Officer, Clerk, City Manager, or Department Director,

Please accept this formal letter in lieu of a Public Records Request Form due to the description of the records we are requesting. If you are not the records coordinator or custodian of the requested records please kindly forward our request to the certain departments or persons in possession of the documents we are requesting.

Our firm manages assets for many major corporations including financial institutions, health care corporations, insurance companies, pharmacies etc. We believe that some of our clients may be doing business, have been doing business, or own property within your municipality. The purposes intended for the information we are requesting is to identify particular assets of which belong to our clients and provide a full accounting of the assets to our clients. If the requested formats of the records we are requesting do not currently exist, we would like to obtain copies of the relevant records in its present format.

Under the Freedom of Information Act, 5 U.S.C. subsections 552 or any applicable state law to the county or city, I hereby request copies of the following records outlined below.

(1) Stale-dated/Un-Cashed Checks Information/ Un-cashed Warrant

(2) Property Tax Overpayments/Unclaimed Tax Lien Certificate Information

1) Financial spreadsheets, ledgers, or other record of all checks that are outstanding and considered un-cashed/ stale-dated that are three months or older.

- Responsive documents to this request may include but not be limited to: Stale Dated/Un-cashed Checks Report, Stale Dated Vendor/Payroll Checks, A/P Check/Warrant Reconciliation Report, Check Warrant Reconciliation Report/Register Outstanding Check Warrants Report, Unclaimed Checks Report, and/or Outstanding Warrants Report.
- Responsive departments may include but not be limited to the Clerk, Finance Department, Treasury, Tax Collector, Auditor, Controller, and/or other departments that would be in possession of such records.
- If any of the records identified in a) do not exist we would like a copy of the check register which identifies those checks that have not cleared and of which the funds have not already been forwarded to the state treasurers' unclaimed property division.



2)(**Part 1**) Financial spreadsheet, ledger, or other record of unclaimed property tax overpayments that are three months or older. These typically are accounted for as un-cashed checks/unclaimed warrants, unclaimed properties/funds, however, some municipalities' tax departments or other, departments have a separate log.

- Responsive documents to this request may include but not be limited to unclaimed property tax overpayment log or property tax overpayment ledger.
- Responsive departments to this request may include but not be limited to the Tax Collector, Auditor-Controller, Finance, Treasury, Comptroller, or any other department that would be in possession of such records.

(**Part 2**) financial spreadsheet, ledger, or other record of unclaimed/unredeemed tax lien certificates that are six months or older. We are requesting any documentation relating to tax lien certificates that can be redeemed by the Holder/owner of the certificate that have not yet been redeemed.

- Responsive documents to this request may include but not be limited to unclaimed tax lien certificate log, unredeemed tax lien certificate log.
- Responsive departments to this request may include but not be limited to Clerk of Court, Tax Collector, Auditor-Controller, Treasurer, Finance, or other department that would be in possession of such records.

If there are any costs in completing this request please send an invoice. We realize that some parts of this request will require some time. Please forward us the information as it becomes available. My preferred method of contact is via e-mail, foia.officer@sharpcp.com in the event you have any questions regarding this request, or if this request is unclear in anyway. I can be reached at (781)-788-4943 if you need to speak with me directly.

Best Regards,

A handwritten signature in black ink, appearing to read "Jenny Mak".

Jenny Mak
FOIA Officer
One International Place, 14th Floor
Boston, MA 02110