

773 Russellville Rd.
Shrewsbury, VT 05738
July 5, 2016

VIA FAX AND U.S. MAIL

Office of Records Custodian
Executive Office of Governor Peter Shumlin
109 State Street, Pavilion Office Building
Montpelier, VT 05609

Re: Records request regarding May 2016 Ethan Allen Proclamation

Dear Records Custodian:

Pursuant to Vermont's Public Records Act, 1 V.S.A. 315-320, I hereby request copies of the following records:

All "Proclamation Request" form(s), emails, letters, memoranda, reports or other writings issued or received by you or by staff in your department concerning the May 18, 2016 "Ethan Allen Day" proclamation signed by Governor Shumlin.

I am addressing this request to you in the belief that you are the custodian of such documents. If you are not, I request that you forward my request to the proper custodian of such documents and inform me of who that person is.

I hereby agree to pay reasonable and customary costs for these copies upon delivery, provided that the total does not exceed \$50. If the charge would exceed that amount, please so inform me before incurring the expense.

If the law does not allow me to have access to some of these records, please inform me within three business days, as provided by law, and inform me of the specific exemption that applies to each record or portion of a record being withheld. If an otherwise public record has a portion that is exempt from disclosure, please redact the exempt portion and release a copy of the rest of the document together with a notation of the specific exemption that applies to the redacted portion.

If some or all of my request is denied, please tell me the title and name of the person responsible for the denial and, as the law requires, please inform me of the appeal procedures available to me and the name of the person to whom an appeal may be made.

If you have questions about this request, please call me at 802-492-3579. Thank you for your assistance.

Sincerely,



Gary G. Shattuck