



Settle down.

**March 7, 2016**

Grand Forks – Community Update

**RE: Two Versions of Notes Now Clarified**

Recent news reports noted a difference in some notes provided as part of a Freedom of Information request that the City received in January 2015, and was later requested again in February 2016. We immediately began looking into why the versions would be different as we could not understand how this could have occurred. With there being more than a year between the two requests, it took us some time to figure out what happened.

First, these notes – not a “memo” as reported – are not a formal document. Instead of writing things down on a notepad, this MS Word file is used to jot down notes to develop reports and as a reminder about what has been done. The notes are not sent to anyone, nor are they finalized and filed as an official report. When pulling together the FOI for the January 2015 request, there was one final review of the content to make sure everything was included, and we made a last-minute addition to the file to note that the Neptune contract had been provided to the Mayor as part of being as comprehensive as possible in our response. The FOI was then immediately packaged and sent to the citizen who requested the information. When the FOI package was later filed in our office, the last-minute addition was not saved. It was a filing mistake at the time. When the second request came in, we simply pulled the FOI package and resent it as is. We did not notice a one-sentence difference on one page of the package.

When asked about the two different versions, all we could say was that the package we had sent was exactly what was in our files, and we could not explain or understand why there would be a difference. We had made every effort at the time of the first FOI to be comprehensive in our response as we do with all FOI requests. We sincerely regret that the last-minute change wasn't filed properly, but we want to assure our residents that we will review our processes to provide safeguards that ensure this doesn't happen again.

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