

ERVIN and
ASSOCIATES
INCORPORATED

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March 27, 1997

VIA FACSIMILE TO 202/619-8365

Ms. Ann Aldrich
Executive Secretariat
U.S. Department of Housing and Urban Development
Executive Secretariat's Office
451 Seventh Street, SW, Room 10139
Washington, D.C. 20410

Re: Freedom of Information Act (FOIA) Request
E-Mail Messages

Dear Ms. Aldrich:

According to Charles Patterson, Housing Records Management Officer on February 24, 1997, "information in e-mail systems relates to the agencies using e-mail. No expectation of privacy or confidentiality applies to the e-mail. E-mail messages may be the subject of requests and demands under the Freedom of Information Act, and requests and demands in investigatory, adjudicatory or judicial proceedings."

We also understand that even if e-mail is not saved, if it was held on to for more than 24 hours it would be included on nightly back-up tapes.

Considering this, Ervin and Associates is requesting, under the provisions of the Freedom of Information Act, copies of all electronic mail messages sent from the following individuals since June of 1993:

- Helen Dunlap
- C. Austin Fitts (Hamilton Securities)
- Kathryn Rock
- Chris Greer

For messages that include an attached file(s), we only require the basic text and are not requesting the attached file. Additionally, we are able to accept this information electronically.

Ervin and Associates agrees to pay up to \$250 for the processing of this request. If the estimated fees are to exceed \$250, please call me so I may have the opportunity to alter the request.

If you have any questions, please call me at (301) 469-3422.

Very truly yours,
ERVIN and ASSOCIATES, INCORPORATED


David J. Ervin

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