

FOIA REQUEST SUMMARY (12/8/2016-2/23/2017)

<u>DATE</u>	<u>NAME</u>	<u>INFORMATION REQUESTED</u>
2/23/2017	Susan Gotfried	Appeal of FOIAs dated 1/2/2017 and 2/6/2017
2/21/2017	Conybeare Law	Inspection reports, building code violation reports, photos and any citations issued with regard to New Buffalo Electric and/or Lakeview Video & Training
2/17/2017	Susan Gotfried	Accepted bid requests for Phase 2 of the Oselka Park project from a Sub contractor or Payjay, Inc.
2/16/2017	Chief Brinkert	Copy of past City Manager personnel file with City of NB
2/15/2017	Susan Gotfried	Invoices for 2011 through 2014 submitted for work by Pay Jay, Inc. for phase two of the Oselka Park Improvement project
2/7/2017	Susan Gotfried	Copy of street supervisor's original terms of employment, change in status from being only street supervisor to being both street supervisor and park supervisor with ensuing salary adjustments, along with any employment Records.
1/26/2017	Ray Kirkus	Copies of the City of New Buffalo's record retention policy for all written and electronic public and private records
1/26/2017	Ray Kirkus	Documents describing full and complete description of City's surveillance computer/server backup system including details of frequency of such backup
1/26/2017	Ray Kirkus	Names of all persons having administrative access authority to City's surveillance computer server and number of times those persons accessed said server from August 1, 2016 through December 31, 2016 and what modifications were made to the server during that period.
1/19/2017	Susan Gotfried	Appeal of FOIA dated 12/8/2016
1/19/2017	Susan Gotfried	Appeal of FOIA dated 9/29/2016
1/18/2017	Donna Messinger	Copy of the City Council meeting of January 17, 2017
1/2/2017	Susan Gotfried	Communications from city employees, contractual employees or elected officials that are in the Streets Supervisor's personnel file or part of this personnel record

12/19/2016	Ray Kirkus	Counseling memorandum or any written communications to any and all employees regarding disclosure or discussion of audio/video recordings pertaining (to) any portions of videos taken in the front office of City Hall on August 13, 2016 from 1PM to 3PM; August 7, 2016 between 10AM to 6PM
12/8/2016	Donna Messinger	A video copy of the tape from the front desk on August 7, 2016 from 8:45 to 10:45
12/7&12/12	Susan Gotfried	Appeal of FOIAs dated 11/15/16 & 12/6/16
12/8/2016	Susan Gotfried	Transcription made of the audio portion of a surveillance video recording in the front office city hall on (dated) August 7, 2016 with recording times between 8:30am and 10:30 am (EST)