

The Times-Picayune

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November 6, 2017

Ms. Michelle Walsh
Executive Assistant
Chief Administrative Officer
St. Bernard Parish
8201 W Judge Perez Drive
Chalmette, LA 70043

Re: Request for Public Records re: administrative leave

Dear Mr. Sens:

This letter serves to request certain public records pursuant to the Louisiana Public Records Act, Louisiana Revised Statute section 44:1, et seq.

Please provide the following records for the following individuals during the stated timeframe:

- Total accrued annual leave
- Total accrued sick leave
- Specific dates taken off on annual leave
- Specific dates taken off on sick leave

This request applies to:

Guy McInnis
Blair Ellinwood
Ronald Alonzo Jr.
William McCartney
Keith Lagrange

These records exist between Jan. 1, 2016 and Nov. 6, 2017.

The Public Records Act requires that available public records be provided immediately if not in use. If you do not provide those records, you must provide me the opportunity to review the records within three days or else provide a reason for any delay or refusal.

I would like to receive these copies in a searchable electronic format. If possible, please email them to me at rrainey@nola.com. If not, then please provide them on disk or thumb drive.

If there are any associated costs with this request, please provide an estimate