

100% of their closing records as pdf files from either their underwriter/financial advisor or the law firm working with the issuer.

The public records that we seek are those very same closing records which were delivered to you as the issuer typically on a CD-Rom shortly after closing.

FOIA REQUEST

This request is for the following closing records for each debt issuance of this public body since January 1, 1984 through today. Our records show that, on average, a school district will have about 10 issuances spread over that thirty year period of time.

A "debt issuance" is defined as 1) a bond (referendum building bond, fire prevention & safety bond, tort judgment bond, working cash fund bond, funding bond, alternate revenue bond, revenue bond, refunding bond, and other types of long-term debt), 2) a debt certificate, 3) a tax anticipation warrant or note, and 4) other miscellaneous debt instruments.

The "closing records" for each debt issuance are broken down into three sub-categories: 1) the bond transcript files collected and executed before or at the time of closing, 2) the engagement contracts (including attachments and/or exhibits) with professional service providers such as underwriter, financial advisor, rating agency, bond counsel, disclosure counsel, and any other firm who is reimbursed from either the gross proceeds of the issuance or directly by the issuer, and 3) the pre-closing written communication identifying for the various parties the identified list of closing records which will be assembled into the final closing transcript. Of the three listed above, our research has shown that the only records that are likely still to be archived as paper records are the engagement contracts. Therefore, the only records which will need to be scanned into electronic pdf files will be the several contracts which usually are under six or so pages in length.

DELIVERY OF RECORDS

The largest problem that we face is creation of a nested directory protocol to be followed by all public bodies receiving this FOIA request as well as the naming conventions for the various files.

Given the volume of files that we expect to receive, we ask ... nay, beg ... you to please follow the proposed directory hierarchy and file naming conventions.

The suggested directory structure, with its single master file folder, is going to be one of the most important steps in handling the eventual delivery of the requested records. In addition, the suggested file naming convention will save us literally man-weeks of time renaming all of the files which would otherwise arrive