



Cuyahoga County Board of Commissioners
Cuyahoga County Administration Building
1219 Ontario Street, 4th Floor
Cleveland, Ohio 44113
Fax (216) 443-6667

James McCafferty, County Administrator
Cuyahoga County Administration Building
1219 Ontario Street, 4th Floor
Cleveland, Ohio 44113
Fax: (216) 443-8088

February 17, 2010

Dear Commissioners and Mr. McCafferty:

Pursuant to Ohio Revised Code Section 149.43 and Section 12.06 of the Cuyahoga County Charter, we are requesting the following writings, documents, papers, text files, computer files, emails, annals, archives, records, journals, logs, notes and/or minutes for Cuyahoga County, for all of the records sought below:

- Records of whether any members of the Transition Advisory Group (“TAG”), its committees, subcommittees, or workgroups have completed the public records training that is required for elected officials and their designees pursuant to Revised Code Section 109.43.
- The policies or procedures (official or unofficial) used in the formation of any committees, subcommittees, or workgroups established by or under the TAG. Please include a full description of how a subcommittee is formed including:
 - When did TAG decide to form subcommittees/workgroups?
 - What process did TAG use to determine which subcommittees should be formed?
 - What criteria did TAG use to select chairs or co-chairs of each subcommittee/workgroup? What process did the TAG use to advertise those positions, review applicants, and select the eventual chair or co-chair? When did this selection process occur?
 - What process does an individual go through to be appointed as chair, co-chair or to volunteer for a subcommittee?
 - Detailed information on the exact purpose and task of each subcommittee, such as a statement of purpose.

AMERICAN CIVIL
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OF OHIO FOUNDATION
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CLEVELAND, OH 44103-3621
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- A list of the names of each individual/volunteer who is serving or has served on a committee, subcommittee, or workgroup under the TAG.
- Full copies of minutes to all TAG or subcommittee meetings that have already been held.
- Full copies of any documents or reports created by TAG or any of its subcommittees.

We look forward to receiving copies of these documents via U.S. mail, and we understand that we are responsible for the copying and mail costs. Nonetheless, please contact us prior to complying with this public records request to inform us of the anticipated costs. If there are any questions related to this request, please contact us at (216) 472-2220.

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Sincerely,

Carrie L. Davis
Staff Counsel
(216)472-2220