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**To:** King, Shirley  
**Subject:** RE: Open records request

The investigation is still ongoing/opened. Information for dissemination is not available until the investigation is closed. In your 10-6-2010 request you asked for evaluations from 3-1-10 to date 10-6-10; you are now asking for the start date of 3-20-06 (covering 6 yrs). By policy the department only retains 2 years (2008 & 2009) inactive files and 1 years (2010), active files. Once the investigation is complete and closed all documents will be provided to you.

Animal Protection Office  
**Custodian of Records**

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**From:** King, Shirley  
**Sent:** Monday, October 25, 2010 3:12 PM  
**To:** Mitchell, Patricia  
**Subject:** FW: Open records request

Thanks Pat.

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**From:** SUSAN LEAVENS [<mailto:sleavens4@bellsouth.net>]  
**Sent:** Saturday, October 23, 2010 9:35 AM  
**To:** King, Shirley  
**Subject:** Open records request

Dear Ms. Shirley King

I did not receive any evaluations I requested in my 10-6-2010 request I was unclear as to if these records were missed or not available. If they are available I would like them please. :)

They would be all evaluation from Pat Smith, Department of Agriculture Animal Protection division in reference to the Lowndes County Animal Shelter from 3/20/06 to date 10/22/2010 including if any all written reprimands.

Thank you,  
Susan Leavens  
229-305-1947