

**Diana Lin**

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**From:** Michael Cooke  
**Sent:** Thursday, July 30, 2015 4:36 PM  
**To:** Diana Lin; Shane Creamer  
**Cc:** 'reachingback@aol.com'; Jordan Segall  
**Subject:** RE: Administrative Adjudication Matter #1412MU14

Diana,

ED Exhibit 1 is a copy of Tracey Gordon's City email account contents for April and May of 2014. We received the image from Jeffrey Gardosh the City's Chief Information Security Officer pursuant to a request we made during the course of our investigation.

We do not intend to use ED Exhibit 1 for a substantive purpose during the hearing. Any emails from Tracey Gordon's City account that we will use for a substantive purpose are found in ED Exhibit 2. All of the emails in ED Exhibit 2 are also within the .pst file found at ED Exhibit 1. The reason we included ED Exhibit 1 was in case Ms. Gordon raised an objection to the authenticity of an email in ED Exhibit 2. In that case, we would have called Mr. Gardosh to testify to the process by which he obtained ED Exhibit 1 and how any emails included in Exhibit 2 are in fact from Tracey Gordon's City email account.

Since the time has passed for Ms. Gordon to make such an objection, we most likely will not call Mr. Gardosh.

In order to access ED Exhibit 1:

- 1) Copy the pst file from the CD onto a computer on which the desktop version of Microsoft Outlook is installed.
- 2) In Microsoft Outlet, select the "File" drop down menu, then "Open," then select "Outlook Data File..."
- 3) A dialog box will open. Navigate to the location where you save the pst file and double click on it
- 4) "TGordon\_Mailbox" should appear in the "Mail Folders" column of your Outlook application
- 5) If you click on the + sign to the left of "TGordon\_Mailbox," the mailbox will expand to show you the various folders within it. Individual emails are found within each of the folders. Take care opening any of the emails if your computer is connected to the internet as it may cause a read receipt to be sent from your email account to other parties on the email.

Please let me know if you have any further questions.

Regards,

Michael J. Cooke, Esq.  
Director of Enforcement  
Board of Ethics  
of the City of Philadelphia  
1515 Arch St., 18th Floor  
Philadelphia, PA 19102  
(215) 686-9459  
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**From:** Diana Lin  
**Sent:** Thursday, July 30, 2015 3:39 PM  
**To:** Shane Creamer

**Cc:** 'reachingback@aol.com'; Michael Cooke

**Subject:** Administrative Adjudication Matter #1412MU14

Dear Mr. Creamer,

Please find attached correspondence relating to Exhibit 1 as referenced in the Executive Director's Unilateral Pre-Hearing Memorandum.

Sincerely,

Diana Lin

**Diana J. Lin, Esq.**

Associate General Counsel

City of Philadelphia Board of Ethics

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