

Acme Research

University Construction Database Project

January 6, 2020

Ms. Venus D. Boston
Deputy Chief Legal Counsel
Winston-Salem State University
Sent Via: ONLINE SUBMISSION

RE: Public Records Law Request

Dear Ms. Boston:

Under the North Carolina Public Records Law, we formally request that your office provide us with the following public spending information:

Copies of documents, such as – but not limited to – Construction Notice to Proceed, daily field reports, contractor reporting forms, work orders, project directories, and the like that specify subcontractors and other salient points (noted below) for construction or renovation projects valued at **\$2,000,000 or more** at Winston-Salem State University. Please include information for both *currently active* projects as well as those completed since **July 1, 2019**. We do not need every document that mentions subcontractors, just one for each subcontractor or set of subcontractors.

Specifically, we seek:

- Project name
- Project number
- Projected completion date
- Prime/General Contractor name(s)
- Construction Manager (at Risk) name
- Architect/Engineer names
- Subcontractor names

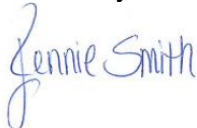
Excel spreadsheets containing similar information are welcome.

The information is used for research aimed at identifying patterns of spending by public entities. No part of the data will be used as a mailing list and supplying the information cannot be construed as an endorsement of either your payees or our work.

We are willing to reimburse your office for any reasonable expense incurred in providing the requested information *if an estimate of costs is provided for our approval before the work is performed*. We prefer to receive the data via e-mail attached as a PDF or Excel document.

If my request is too broad or does not reasonably describe the records being requested, please contact me via e-mail or by phone, so that I might clarify my request, and when appropriate, inform me of the manner in which the records are filed, retrieved, or generated. Thank you for your assistance!

Yours truly,



Jennie Smith
Research Coordinator