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CITY RECORDER'S OFFICE  
555 Liberty St SE #205  
Salem OR 97301  
503-588-6048 ■ [www.cityofsalem.net](http://www.cityofsalem.net)

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**MEMORANDUM**

**TO:** Jann Carson  
**FROM:** Debbie Kees, Staff Assistant  
**DATE:** August 2, 2012  
**SUBJECT:** Public Records Request

Our office received your request for records and will process your request according to the policy detailed on the City's website at <http://www.cityofsalem.net/Departments/Legal/Pages/PublicRecordsPolicy.aspx>. If you have any questions in the meantime, feel free to contact me.

Debbie Kees  
City Recorder's Office  
555 Liberty St SE #205  
Salem OR 97301

503-588-6048  
[dkees@cityofsalem.net](mailto:dkees@cityofsalem.net)