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February 18, 2003

Ms. Gail Smith
Assistant Administrator
City of Dallas Employee Retirement Fund
Plaza of the Americas
600 North Pearl Street
South Tower, Suite 2450
Dallas, Texas 75201
USPS CERTIFIED MAIL RRR
7002 2410 0006 0290 0689

Dear Ms. Smith:

RE: Employee Retirement Fund - PAST DUE Open Records Request dated January 28, 2003, copy enclosed.

The subject Open Records Request regarding the City of Dallas Employee Retirement Fund was delivered to your office on January 29, 2003, (copy enclosed) and pursuant to the Texas Public Information Act (Texas Open Records Act), Chapter 552, Texas Government Code, is now past due.

Respectfully, I am requesting your immediate assistance in ensuring that a response to the subject Open Records Request is provided not later than Monday, February 24, 2003, to avoid escalation to the Texas Attorney General's Office.

Please note that I may be reached by telephone or email at the address shown above should you have comments, require additional information, or should additional time be required. In any event, the courtesy of your reply on or before Monday, February 24, 2003, would be appreciated. Thank you.

Best regards,

Columbus A. Alexander, III, CPA
Certified Fraud Examiner

cc: Teodoro J. Benavides, City Manager, CMRRR 7002 3150 0001 7230 9019
Shirley A. Acy, City Secretary
Marvia R. Pippin, Office of the City Secretary