From:	Dietz, Eppie
Date:	Saturday, May 11, 2013 3:18 PM
To:	McGrath, Karon; Mankowski, Karen; Wilhite, Matthew; Hart, Bradley; Eagleson, Theresa A.; Wiggins, Ron; Gleason, Cynthia
Cc:	DePooter, Stephen; Pipkin, Darlene; Johnson, Wyona
Subject :	FOIA Request
Attachments:	Search Criteria.docx

We have received a FOIA request to search our email for any Microsoft Word, adobe pdf, txt or email including attachments containing the string of characters '@cns-inc.com' since January 2012. Some of us have previously provided these emails and will only need to give updates. I've listed the beginning timeframe for your search below. I have attached the search criteria that I used to hone in on these which you may find helpful. Please save these in pdf format and let Darlene know when complete so we can copy them into the FOIA folder. If possible, please complete by EOD Friday, May 17 – unless you hear otherwise from Darlene. I will be out of the office next week, so please let Darlene or Wyona know if you have any questions. Thanks.
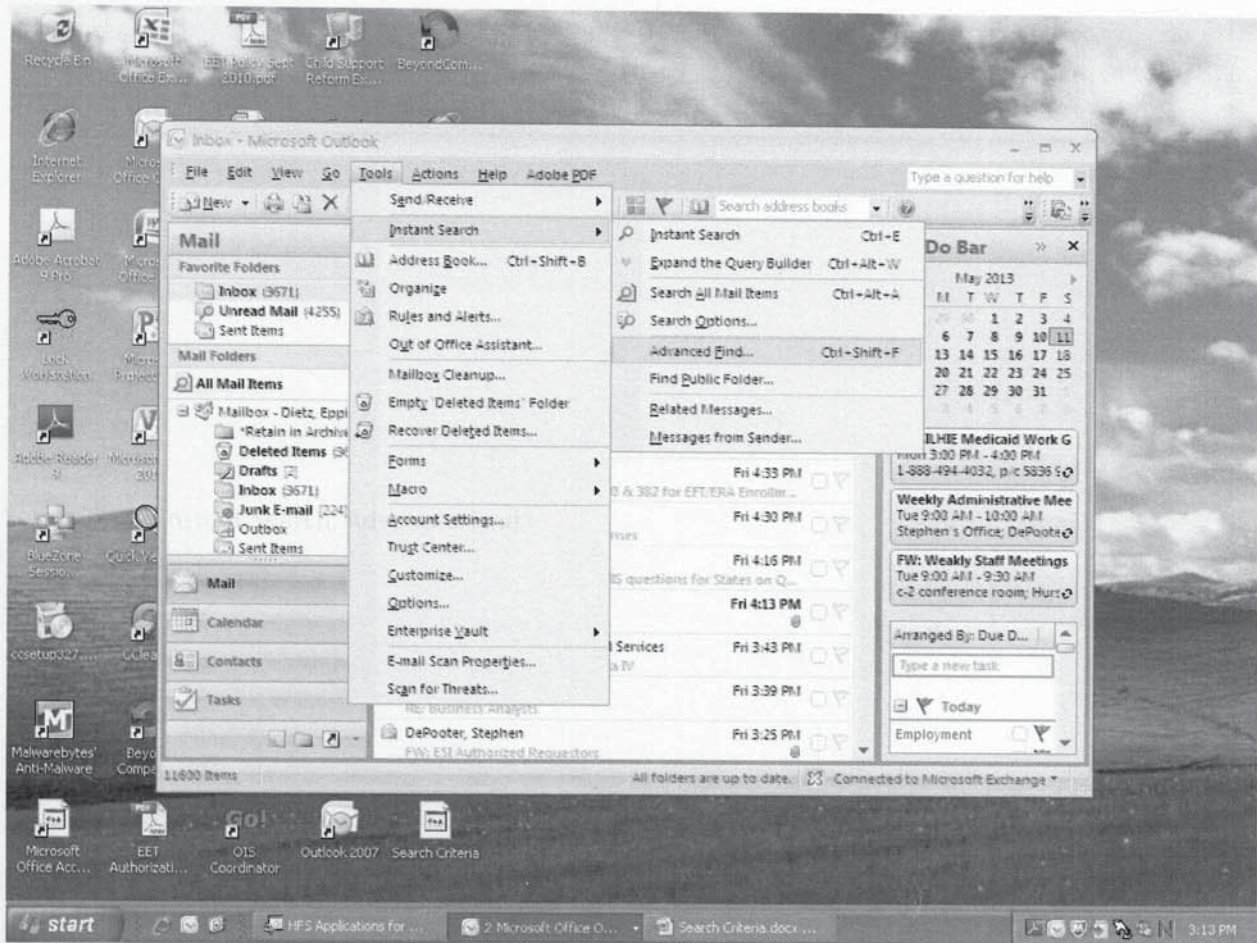
Begin search on or after February 25, 2013:
Karon McGrath
Karen Mankowski
Matthew Wilhite

Begin search on or after January 1, 2012
Theresa Eagleson
Ron Wiggins
Brad Hart
Cynthia Gleason

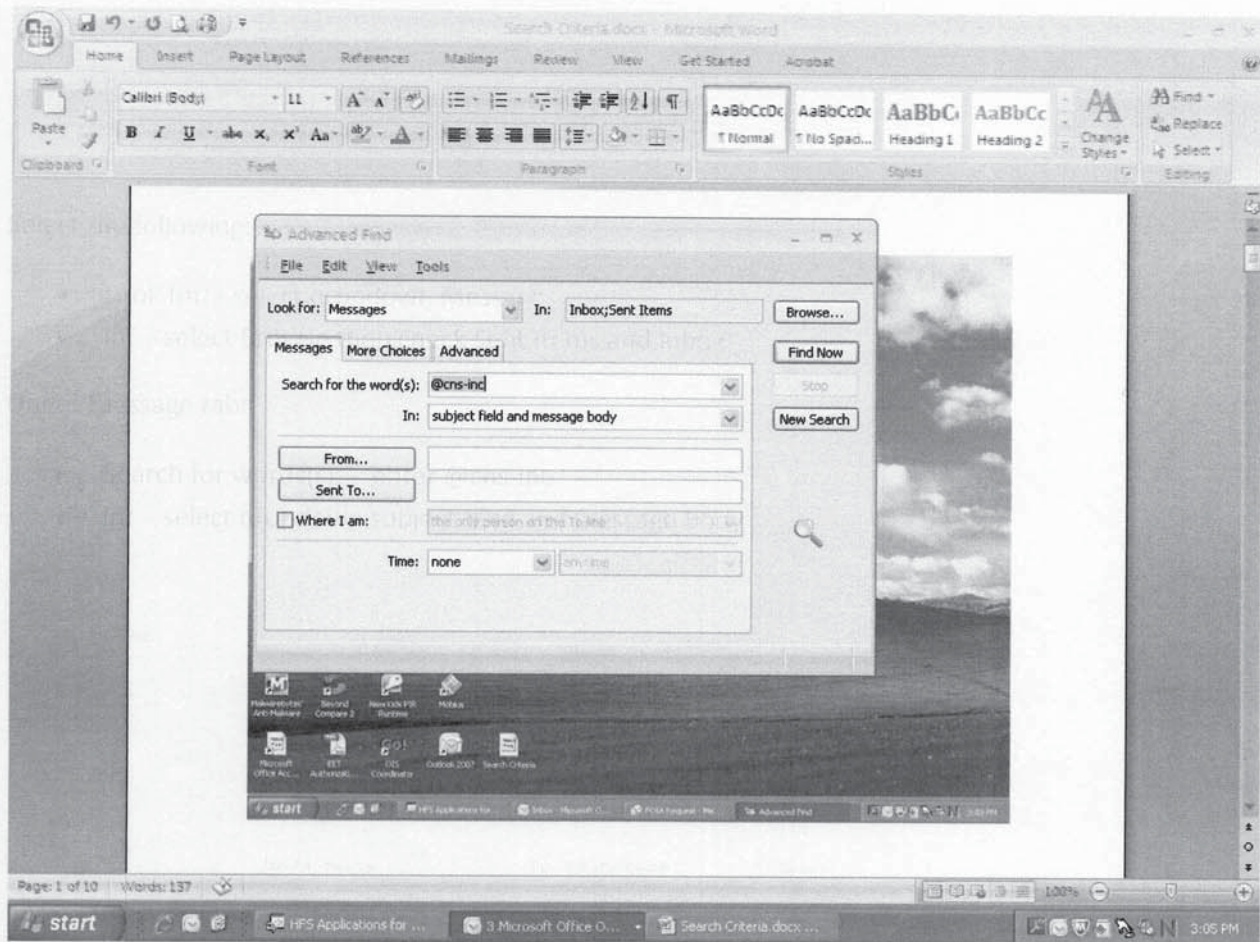Select Tools, Instant Search, Advanced Find

Select the following:

- Look for: - select dropdown Messages
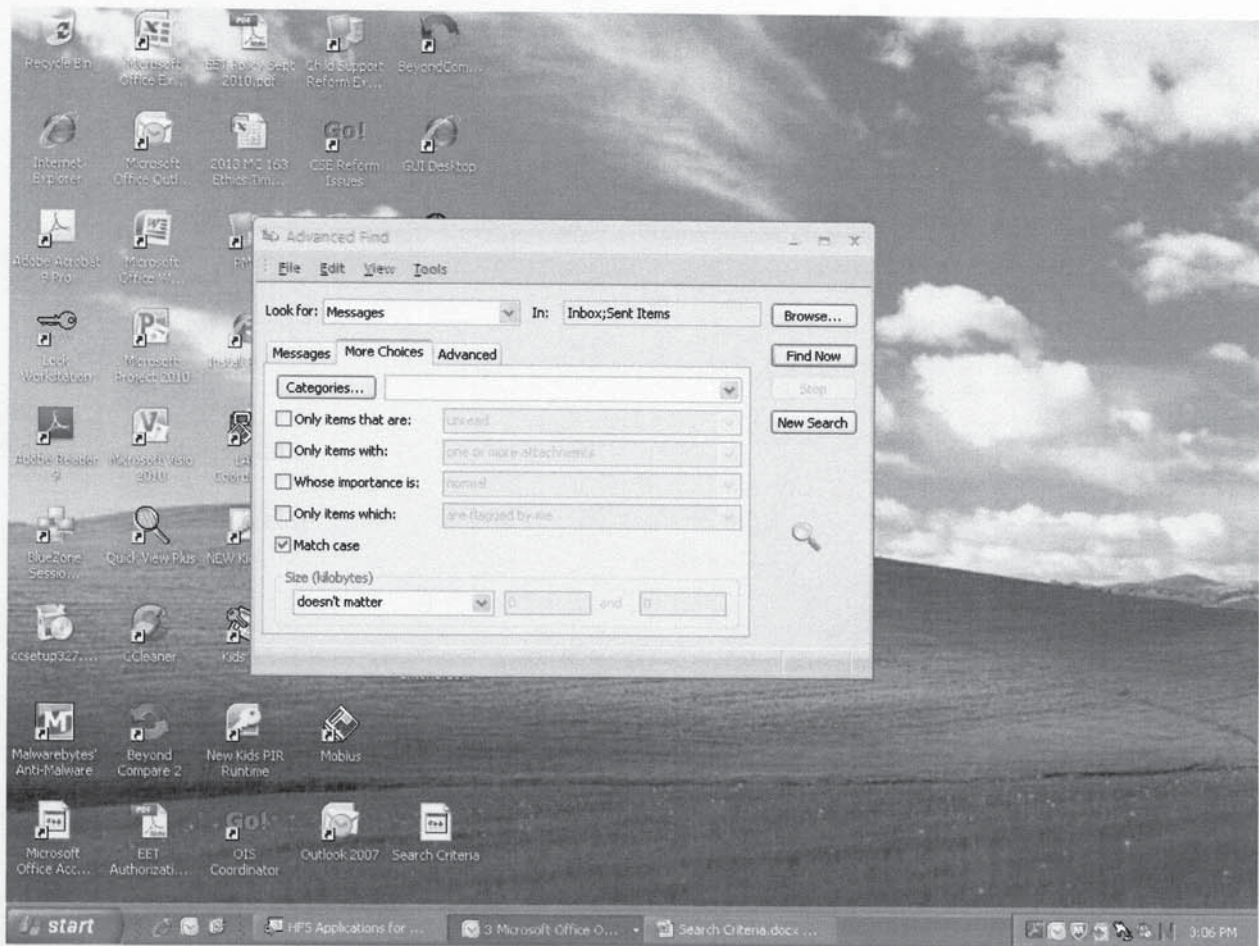- In: - select Browse then check Sent Items and Inbox

Under Message tab:

- Search for words(s): - enter @cns-inc
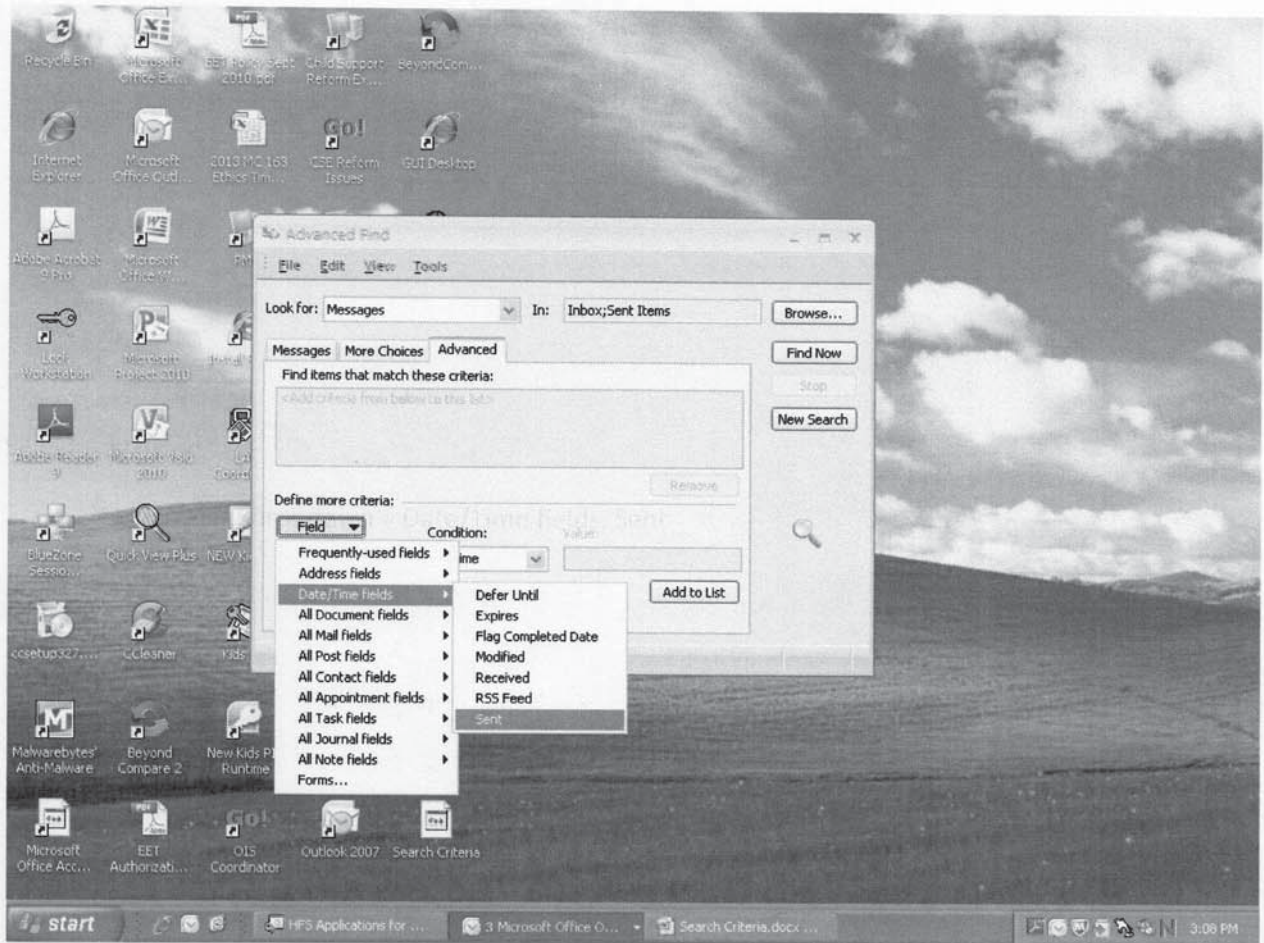- In: - select dropdown subject field and message body

Select More Choices tab:

- Select Match case

Select Advanced tab:

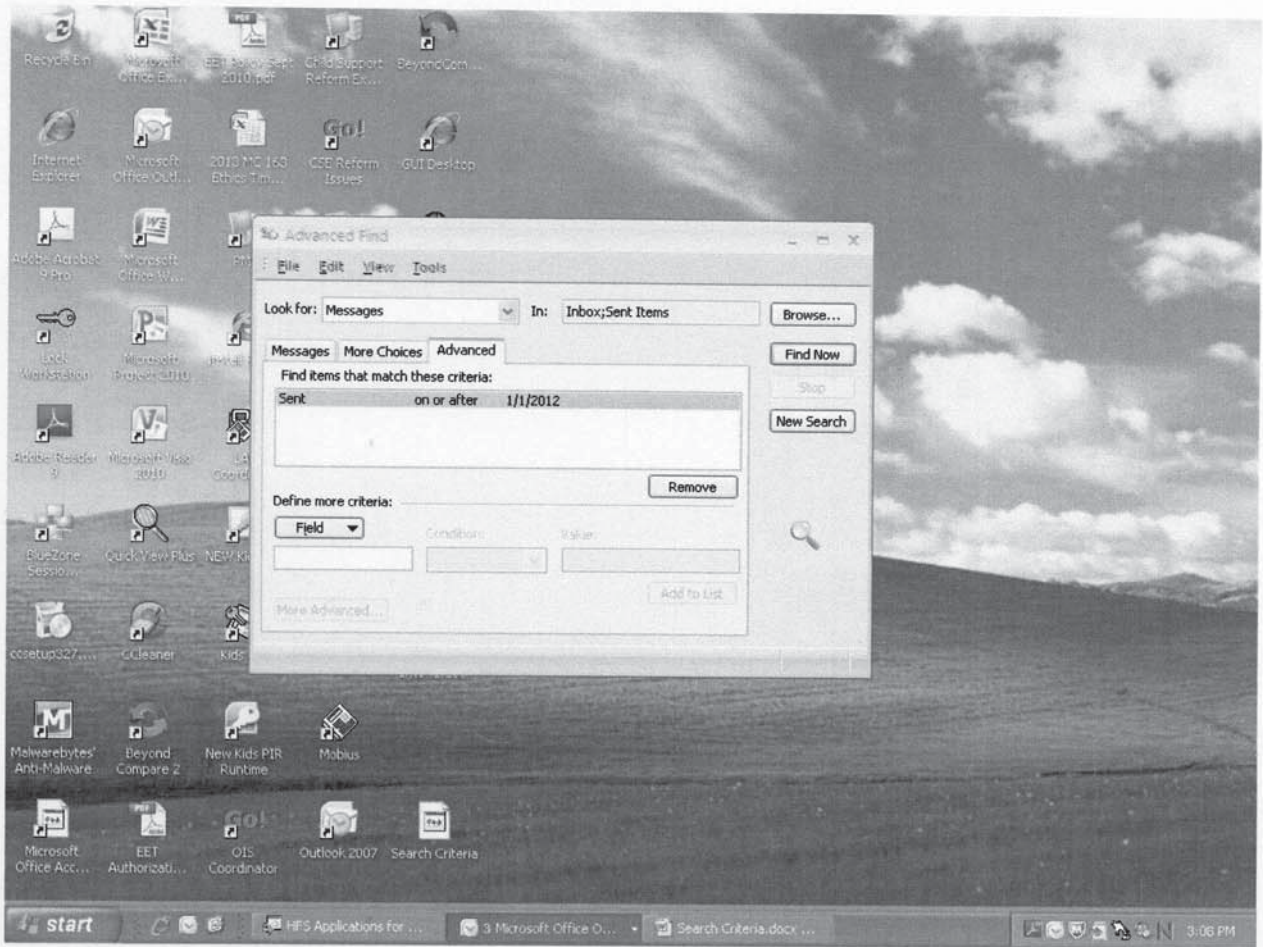- Select Field dropdown = Date/Time fields, Sent
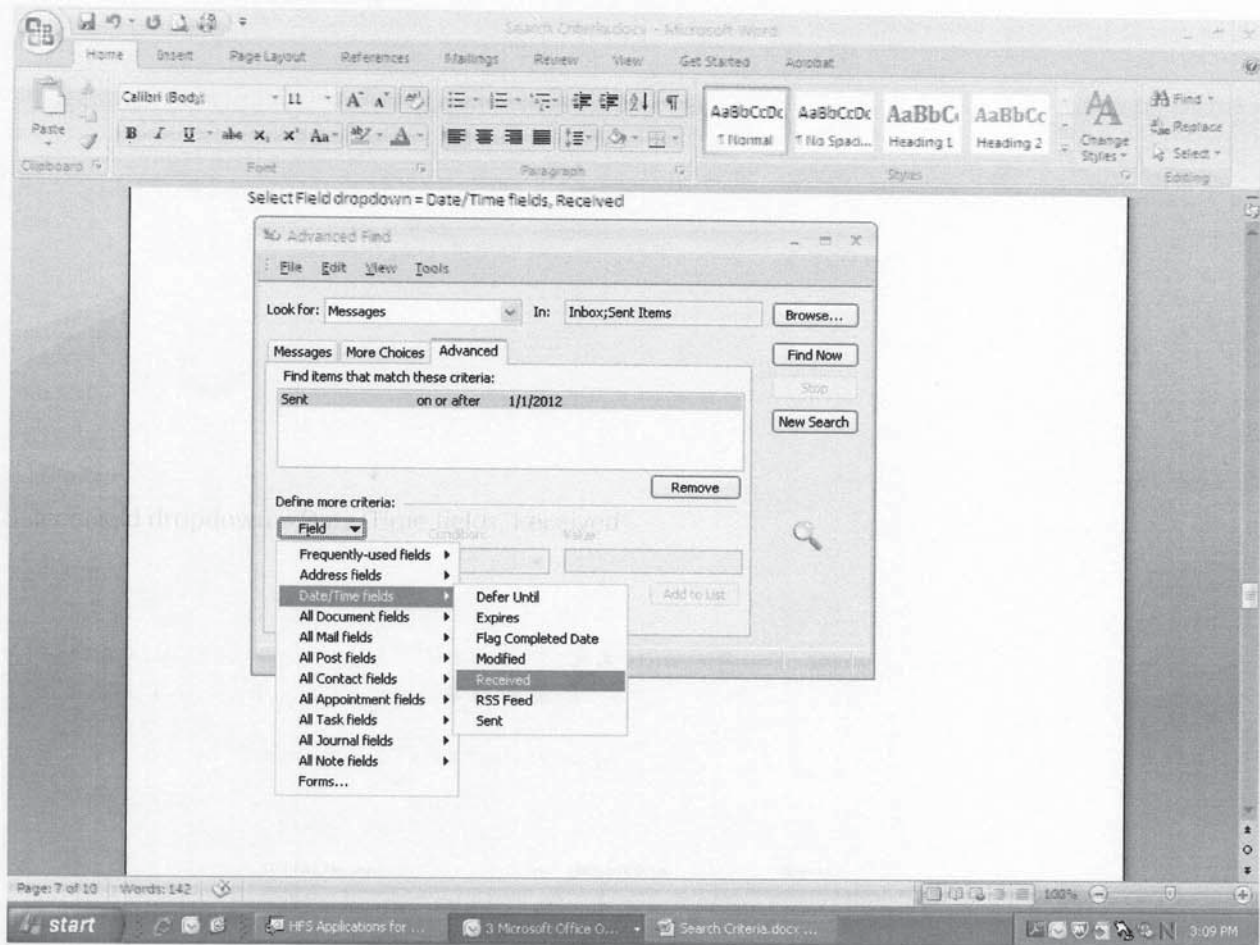
Condition: - select on or after

Value: - enter 1/1/2012 or 2/25/2013 (depending on email instructions)
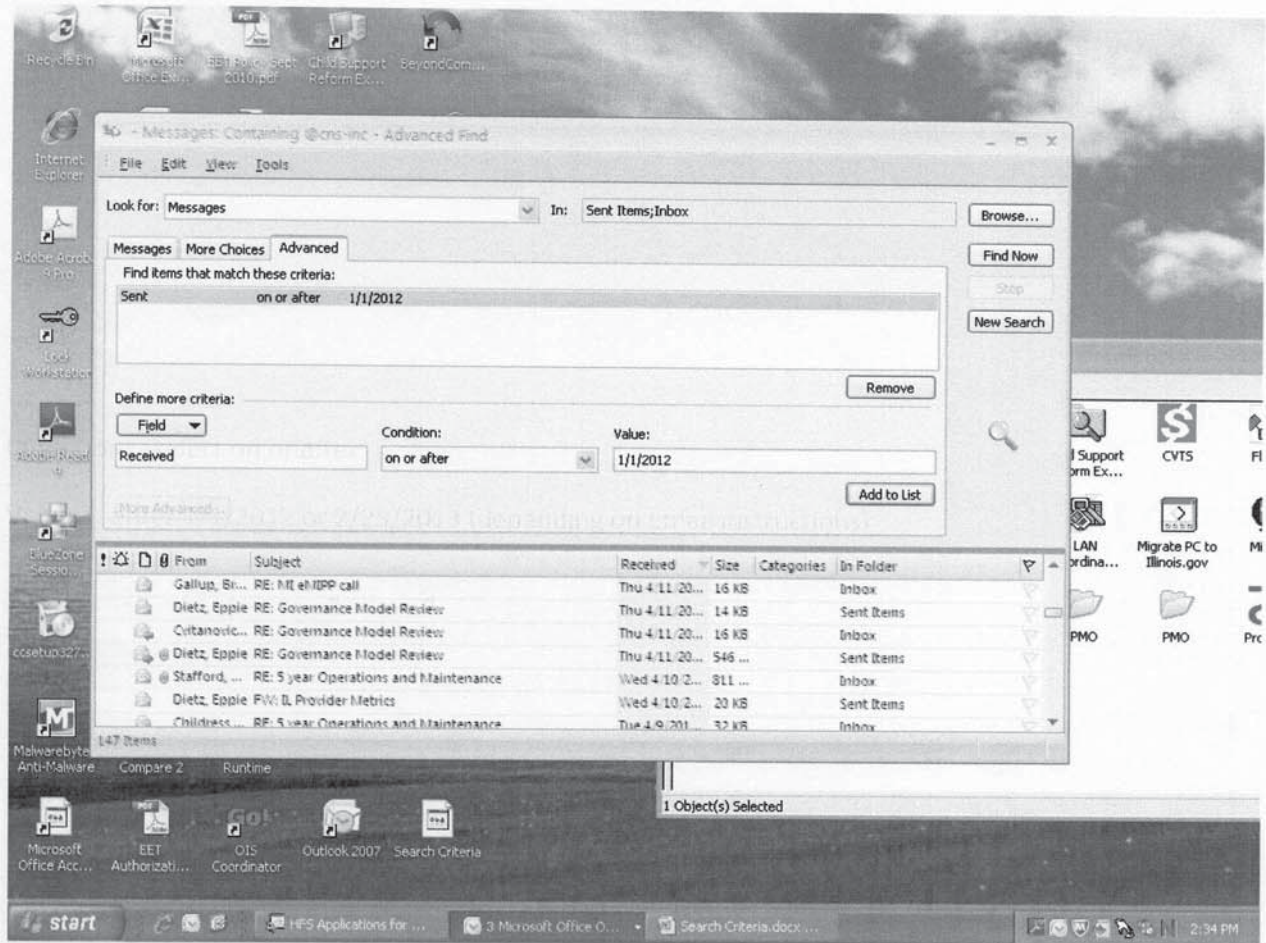
Select Add to List

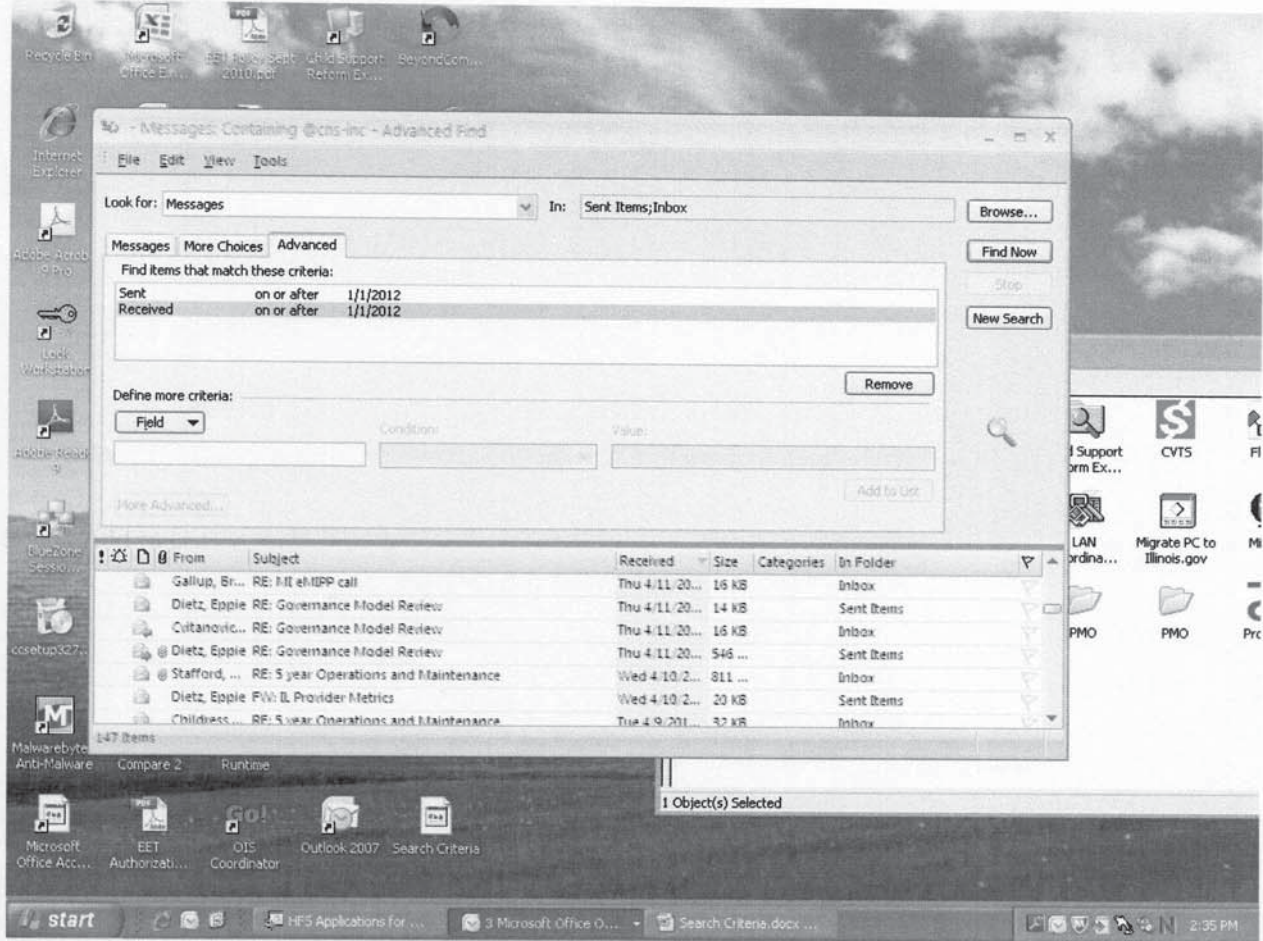Select Field dropdown = Date/Time fields, Received
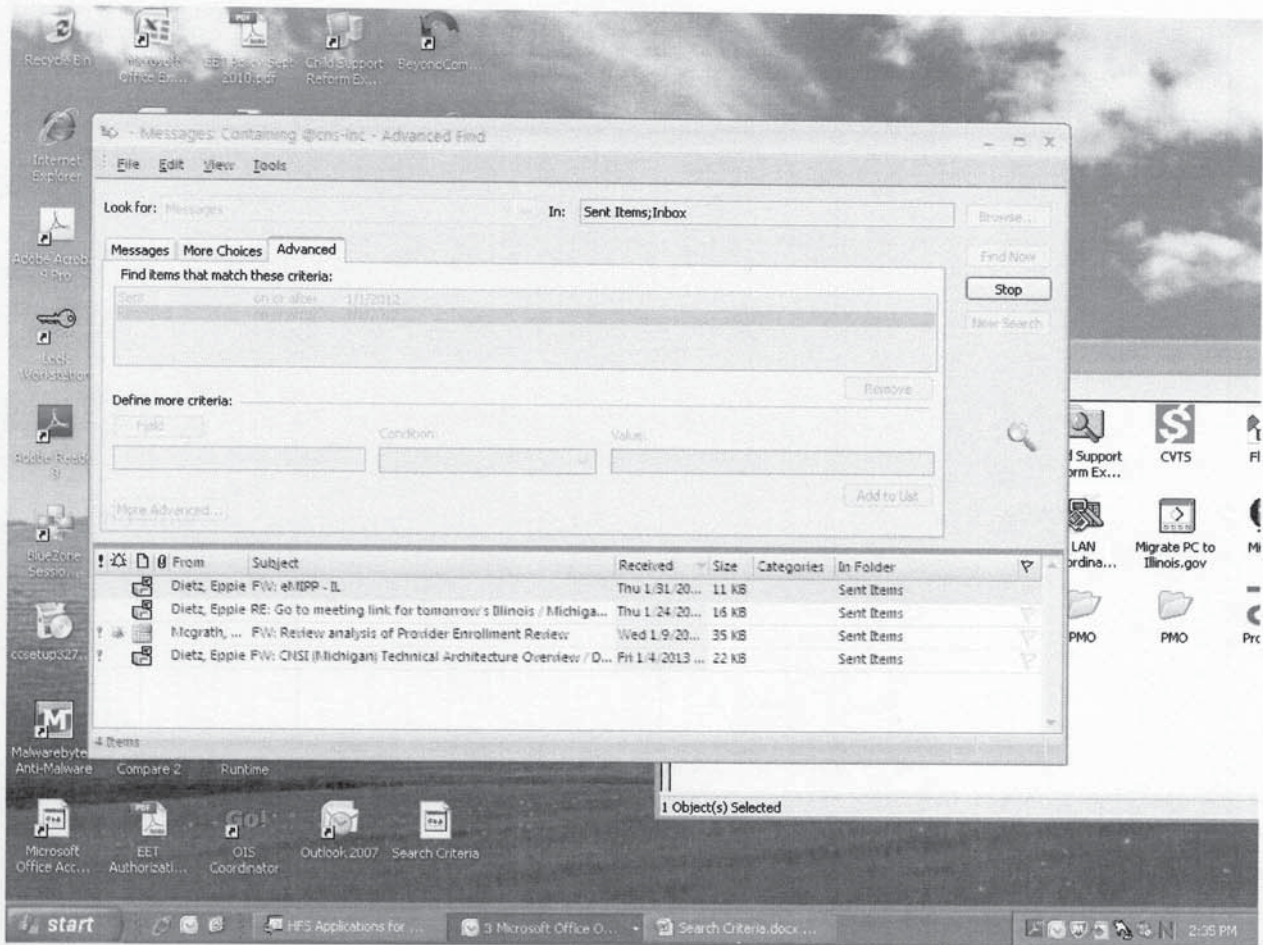
Condition: - select on or after

Value: - enter 1/1/2012 or 2/25/2013 (depending on email instructions)

Select Add to List

Select Find Now

Go through emails and save both email and attachment as pdf documents and notify Darlene when complete.