

From: [DOA FOIA](#)
To: [AUP, Asset Recovery](#)
Cc: [DOA_unclaimed_checks@doa.guam.gov](#); [Czarinna C. Godoy](#); [Victoria G Paco](#); [Shirley L. Yurko](#); [Gaudencio A Rosario](#); [Theresa Rivers](#); [DRT-PINADMIN](#); [Bertha Pereda Padrones \(DOA-DO\)](#)
Subject: RE: DC Guam County - Public Records Request
Date: Friday, August 9, 2024 8:59:00 AM
Attachments: [image001.png](#)
[5qc021 ss21116 Unclaimed Unpaid checks.pdf](#)
[ACCT-FY24-03 FOIA Response - \(AUP\) GU Guam County - Public Records Request \(2024-02-06\).pdf](#)

Good day,

Thank you for your email; however, please note, **this is the same request your office had submitted to our office on November 7, 2023** which we **responded on January 16, 2024** (see attached record ACCT-FY24-03).

Also, please note that Ms. Helen Legaspi is no longer employed by the Department of Administration.

The following is in response of your original email received by our office on June 10, 2024 at 8:14 p.m., which also includes your current follow-up email received on August 9, 2024 at 12:04 a.m.

Item #1 It has been determined that although a non-mandated report was provided to you in January 16, 2024, the report was a customized report prepared by a former employee. Additionally, as per §10104(b) 5 GCA 10, because the report requested is not readily available nor reproducible, we are not mandated to re-create the report.

Item #2 The Department of Administration (DOA) does not maintain records related to property tax overpayments or claimed/unredeemed tax lien certificates. Kindly forward your request to pinadmin@revtax.guam.gov (included in this email).

Item #3 a) For Unclaimed Checks found on the DOA's "Unclaimed Checks" page (see #4 below), please send an email to Unclaimed.Checks@doa.guam.gov.

Item #3 b): For Unclaimed Property/Escheated: please review the information found on <https://doa.guam.gov/treasurer-of-guam/unclaimed-property-escheat/>.

Item #4 Records are posted on the DOA's web page monthly - [Unclaimed Checks | DOA \(guam.gov\)](#).

From: AUP, Asset Recovery
Sent: Monday, June 10, 2024 8:14 PM
To: pinadmin@revtax.guam.gov
Subject: DC Guam County - Public Records Request

Dear Sir or Madam,

Pursuant to the state statutes regarding public information, I am inquiring to whether you can provide the following information:

1. A copy of any records related to uncashed /stale-dated checks showing the (i) payee or vendor names, (ii) check issue dates, (iii) check number and (iv) dollar amounts equal to or greater than one thousand dollars (\$1,000.00).
2. Accounting records of property tax overpayments or claimed/unredeemed tax lien certificates which have been refundable, showing the (i) payee names (ii) check issue dates, (iii) check numbers, (iv) dollar amounts over \$1,000.00.
3. For the above two requests please include all the necessary claim forms, affidavits or instructions required for the reissuance of the deposits/outstanding/stale dated checks or refunds.
4. At what frequency are these records updated? Monthly, quarterly, semiannually, annually or upon request? Please confirm, if uncashed checks are remitted to state unclaimed property bureau. If so, after what aging period?

Thank you in advance for your assistance with this request.

Best Regards,
Nariseti Ooha Kavya
Analyst, Abandoned and Unclaimed Property
Ryan
150 South Fifth Street, Suite 2500
Minneapolis, Minnesota 55402
972.934.0022 Ext. 52-3551

Respectfully,
Anita Arile, MPA
Mgmt Analyst, DOA Div Of Accts
P: 671-475-1115
<http://doa.guam.gov/>

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From: AUP, Asset Recovery <AUPAssetRecovery@ryan.com>
Sent: Friday, August 9, 2024 12:04 AM
To: Anita Arile <Anita.Arile@doa.guam.gov>
Cc: DOA_unclaimed.checks@doa.guam.gov <unclaimed.checks@doa.guam.gov>; Czarinna C. Godoy <Czarinna.Godoy@doa.guam.gov>; Victoria G Paco <Victoria.Paco@doa.guam.gov>; Shirley L. Yurko <Shirley.Yurko@doa.guam.gov>; Gaudencio A Rosario <Gaudencio.Rosario@doa.guam.gov>; Theresa Rivers <Theresa.Rivers@doa.guam.gov>
Subject: RE: DC Guam County - Public Records Request

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Hi,

Good Morning! I hope you're doing well.

A gentle reminder on the below request.

Thank you. Have a nice day!

Regards,
Nariseti Ooha Kavya

From: Anita Arile <Anita.Arile@doa.guam.gov>
Sent: Monday, July 15, 2024 6:35 AM
To: AUP, Asset Recovery <AUPAssetRecovery@ryan.com>
Cc: DOA_unclaimed.checks@doa.guam.gov <unclaimed.checks@doa.guam.gov>; Czarinna C. Godoy <Czarinna.Godoy@doa.guam.gov>; Victoria G Paco <Victoria.Paco@doa.guam.gov>; Shirley L. Yurko <Shirley.Yurko@doa.guam.gov>; Gaudencio A Rosario <Gaudencio.Rosario@doa.guam.gov>; Theresa Rivers <Theresa.Rivers@doa.guam.gov>
Subject: RE: DC Guam County - Public Records Request

 External mail. Click links or attachments from trusted sender only.

Good day,

As per local law, §10103(e)(2) of Chapter 10, Title 5 Guam Code Annotated, we request a 10-day extension to respond to Item #1.

Records have to be researched, examined and compiled to update the previous report submitted in a similar FOIA submitted November 2023.

We will be responding on or before the July 28th.

Thank you for your understanding.

Respectfully,
Anita Arile, MPA
Mgmt Analyst, DOA Div Of Accts
P: 671-475-1115
<http://doa.guam.gov/> [doa.guam.gov]

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From: Czarinna C. Godoy <Czarinna.Godoy@doa.guam.gov>
Sent: Monday, July 15, 2024 10:42 AM
To: DOA FOIA <foia@doa.guam.gov>; DOA_unclaimed.checks@doa.guam.gov <unclaimed.checks@doa.guam.gov>
Cc: Victoria G Paco <Victoria.Paco@doa.guam.gov>; Shirley L. Yurko <Shirley.Yurko@doa.guam.gov>; Gaudencio A Rosario <Gaudencio.Rosario@doa.guam.gov>; Theresa Rivers <Theresa.Rivers@doa.guam.gov>
Subject: Re: DC Guam County - Public Records Request

Good morning Ms. Anita,

May We request an extension to process the below report? Ms. Helen was previously preparing this document and now

that she is no longer working with us. We need additional time to gather and analyze the data to prepare for this report.

We are hoping for your kind consideration.

Thank you very much

Best regards,

Czarinna C. Godoy

Accountant II

Department of Administration

Phone: (671) 475-1240

Email: [czarina.godoy@doa.guam.gov](mailto:czarinna.godoy@doa.guam.gov)

Website: www.doa.guam.gov



 Please consider the environment before printing this e-mail.

"Don't Count the Days, Make the Days Count"

**** **CONFIDENTIALITY NOTICE** ****

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Classification: UNCLASSIFIED

Caveats: FOUO

From: DOA FOIA <foia@doa.guam.gov>

Sent: Monday, July 15, 2024 8:08 AM

To: DOA_unclaimed_checks@doa.guam.gov <unclaimed_checks@doa.guam.gov>

Cc: Czarinna C. Godoy <Czarinna.Godoy@doa.guam.gov>; Victoria G Paco <Victoria.Paco@doa.guam.gov>; Shirley L. Yurko <Shirley.Yurko@doa.guam.gov>; Gaudencio A Rosario <Gaudencio.Rosario@doa.guam.gov>; Theresa Rivers <Theresa.Rivers@doa.guam.gov>

Subject: FW: DC Guam County - Public Records Request

Good day all,

Please update the attached document, which was previously compiled by Ms. Helen Legaspi in January 2024.

The document is needed within 3-days (July 17) for response on the 4th day (July 18).

Thank you for your assistance with this FOIA.

Respectfully,

Anita Arile, MPA

Mgmt Analyst, DOA Div Of Accts

P: 671-475-1115

<http://doa.guam.gov/> [foia@doa.guam.gov]

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From: AUP, Asset Recovery <AUPAssetRecovery@ryan.com>
Sent: Friday, July 12, 2024 11:19 PM
To: DOA FOIA <foia@doa.guam.gov>; Theresa Rivers <Theresa.Rivers@doa.guam.gov>; Helen Legaspi <Helen.Legaspi@doa.guam.gov>; Gaudencio A Rosario <Gaudencio.Rosario@doa.guam.gov>
Subject: RE: DC Guam County - Public Records Request
Importance: High

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Hi,


Good Morning! I hope you're doing well.

A gentle reminder on the below request.

Thank you. Have a nice day!

Regards,
Nariseti Ooha Kavva

From: DRT Disclosure <drt.disclosure@revtax.guam.gov>
Sent: Friday, July 12, 2024 4:26 AM
To: AUP, Asset Recovery <AUPAssetRecovery@ryan.com>
Cc: DRT-PINADMIN <PINADMIN@revtax.guam.gov>
Subject: RE: DC Guam County - Public Records Request

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Hafa adai Nariseti,

Thank you for the follow up on your inquiry. After a thorough review, it was determined that our agency does not handle payments or transactions related to your request. This matter as it relates to payments and transactions is typically handled by another government agency. Therefore, we do not have the information you are seeking.

Thank you.

Sincerely,

Kamille



Kamille San Nicolas
Acting Disclosure Officer
Guam Department of Revenue and Taxation

Physical Address: 1240 Army Drive, Route 16, Barrigada, Guam 96913

Mailing Address: PO Box 23607, Barrigada, Guam 96921

Office: (671) 635-1883 | Facsimile: (671) 633-2643

Website: <https://www.guamtax.com> [guamtax.com]

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From: AUP, Asset Recovery <AUPAssetRecovery@ryan.com>
Sent: Tuesday, July 9, 2024 11:22 PM
To: DRT-PINADMIN <PINADMIN@revtax.guam.gov>
Subject: RE: DC Guam County - Public Records Request

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Thank you. Have a nice day!

Regards,
Nariseti Ooha Kavya

From: AUP, Asset Recovery
Sent: Monday, June 10, 2024 8:14 PM
To: pinadmin@revtax.guam.gov
Subject: DC Guam County - Public Records Request

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Thank you in advance for your assistance with this request.

Best Regards,
Nariseti Ooha Kavya
Analyst, Abandoned and Unclaimed Property
Ryan
150 South Fifth Street, Suite 2500
Minneapolis, Minnesota 55402
972.934.0022 Ext. 52-3551
Email: aupassetrecovery@ryan.com