



EDWARD M. BIRN
Director (Direktot)
ELIZABETH T. FISHER
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

August 16, 2024

Adam J. Gunkel
Blair Sterling Johnson & Martinez
1411 Pale San Vitores Road, Suite 303
Tamuning, Guam 96913-4232
Email: ajgunkel@bsjmlaw.com

RE: Freedom of Information Act

Buenas yan Håfa Adai Mr. Gunkel,

We are responding to your Freedom of Information Act (FOIA) request received electronically at 3:17 p.m. on August 13, 2024, relative to the electronic format of the Department of Administration's "Project Name: Division of Accounts SOPP – Document Number 0660SOP-19 Version 1.9 (Updated January 23, 2023)".

Your request cannot be approved per §10108(q) of Chapter 10 of Title 5 G.C.A.

Should you have any additional questions, please do not hesitate to contact me at 671-475-1101 or via email at foia@doa.guam.gov.

Si Yu'os Ma'ase!

Senseramente,

EDWARD M. BIRN
Director

August 13, 2024

VIA E-MAIL

DOA FOIA Request Email
foia@doa.guam.gov

**RE: REQUEST FOR PUBLIC RECORDS PURSUANT TO SUNSHINE
REFORM ACT OF 1999 5 G.C.A. § 10101 *et. seq.***

Edward Birn
Director of Department of Administration
P.O. Box 7420
Tamuning, Guam

Dear Director Edward Birn:

Pursuant to the Sunshine Reform Act of 1999 5 G.C.A. § 10101 *et seq.*, we hereby request copies of the following:

- Project Name: Division of Accounts SOPP – Document Number 0660SOP-19
Version 1.9 (Updated January 23, 2023)

This electronic mail request for public records must be treated the same as a paper or oral request for records. The same deadlines apply to this request as do to paper and oral requests. *See* 5 G.C.A. § 10104(a).

Please provide the response electronically.

Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Very truly yours,



Adam J. Gunkel
BLAIR STERLING JOHNSON & MARTINEZ
A Professional Corporation