

Email Redaction Exercise

Handout 3

You receive a request from a member of the public asking for “all correspondence about the quarterly report.” This email chain is responsive. What, if anything, would you redact?

Schultz, Maria

From: Schultz, Maria <maria.schultz@ci.mn.us>;
Sent: Tuesday, August 16, 2022 4:30 PM
To: Stephenson, Jeff <jeff.stephenson@ci.mn.us >;
Cc:
Subject: FW: Quarterly report update

Jeff, I'm not sure if you want me to look at the report. I know Aamina recommended me but I did last quarter's as you know and Cai said it was so bad he even submitted a complaint about me!! I didn't really get in trouble but I don't want you to get in trouble either in case I mess this one up.

Maria

From: Stephenson, Jeff <jeff.stephenson@ci.mn.us >;
Sent: Tuesday July 29, 2025 4:05 PM
To: Schultz, Maria <maria.schultz@ci.mn.us>;
Cc:
Subject: FW: Quarterly report update

Hi Maria, can you take a look at my draft report before I send it to Aamina? I can send you something tomorrow morning. Man I hate this stuff. Can't wait for it be done.

Jeff

From: Stephenson, Jeff <jeff.stephenson@ci.mn.us>;
Sent: Tuesday, July 29, 2025 3:55 PM
To: Mohamud, Aamina <aamina.mohamud@ci.mn.us>
Cc:
Subject: RE: Quarterly report update

Sure I can do that. I will send it Thursday since I am out of the office Friday. I'm going up to Bayfield with Sarah.

Jeff Stephenson (he/him)
Data Analyst
City of Plain Lake
Work: 555-555-5558
jeff.stephenson@ci.mn.us

“GIVE A MAN A FISH, AND YOU FEED HIM FOR A DAY. DON'T TEACH A MAN HOW TO FISH, AND YOU FEED YOURSELF. HE'S A GROWN MAN, FISHING'S NOT THAT HARD.”

From: Mohamud, Aamina <aamina.mohamud@ci.mn.us>
Sent: Tuesday, July 29, 2025 3:49 PM
To: Stephenson, Jeff <jeff.stephenson@ci.mn.us>
Cc:
Subject: Quarterly report update

Hi Jeff,

I know you are busy working on the report for last quarter. There is a leadership meeting next week, so I would like to see a draft of the report by end of business this Friday. I just want to make sure I have the information I need for the meeting on Tuesday.

If you need any assistance, please let me know. Maria is back from vacation and available to jump in and help.

Thanks,
Aamina

Aamina Mohamud
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