

**To:** Sam Kooiker, Mayor  
Jeff Barbier, Community Resources Director  
**From:** Troy Mengel, IT Analyst  
**Date:** July 12, 2011  
**Subject:** Statement of work done on the Mayor's computer

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**Purpose:**

The purpose of this memo is to list the work done, requested by Alan Hanks, on the Mayor's computer.

On July 5, 2011, Alan Hanks requested that a data wipe be performed on the Mayor's computer. Using a data wiping utility I deleted all data from all drives on the Mayor's computer. In addition the utility filled all empty disk spaces with 0's which prevents data recovery by overwriting areas on the disk where data once was. No data files on this computer were ever backed up to the network per Alan Hank's request.

Trudy Severson also requested help with removing files on her computer on July 5, 2011. I deleted files off of her computer but did not perform a data wipe on these files. She did not request that all files be deleted from her computer.