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**From:** Marietta Torriente [marietta@trifiletticonsulting.com]  
**Sent:** 2/14/2019 11:50:00 AM  
**To:** Jeffery A. Lewis [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=5a4f306807ac497fbda69fd949d01f6b-Jeffery A. Lew]; athompson@cityofinglewood.org; tsandford@cityofinglewood.org; lrichardsong@cityofinglewood.org  
**CC:** Mindala Wilcox [/o=Inglewood/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b46bfd8a1e12482fb4f973bea21d23c4-Mindala Wilcox]; Catherine Aguilar [catherine@trifiletticonsulting.com]; Lisa Trifiletti [lisa@trifiletticonsulting.com]  
**Subject:** RE: IBEC: EIR Coordination Public Admin Records Collection - Weekly Check in

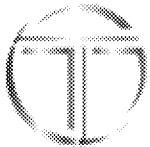
Hi and Happy Valentine's Day!

This is a weekly check-in to assist the City in compiling the record of proceedings for IBEC. **Kindly confirm that your department has copied/stored all relevant Clippers files to the appropriate shared file storage location by COB today.**

In the shared file, you will find a folder for each Department. We ask that once a week, any and all files from the previous week be copied to this location. For the initial save of documents to this location, please save emails and documents associated with the IBEC/Clippers Arena, beginning with the preparation of the Exclusive Negotiation Agreement which was approved by City Council on August 15, 2017.

If you, or anyone in your department, has any issues accessing the shared file folder location, please contact Maurice Hernandez in ITC at [mhernandez@cityofinglewood.org](mailto:mhernandez@cityofinglewood.org) or x5526.

Best,



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