Mr. Timothy Holmseth

320 17th St. N.W. Unit 17

East Grand Forks, MN 56721

June 12, 2014

RE:     May 30th Complaint Form Regarding Employment Verification Form

Dear Mr. Holmseth:

            I am writing this letter in response to your Complaint Form dated May 30th, 2014 and hand delivered to East Grand Forks City Hall.

I have reviewed your complaint and have interviewed all witnesses that still work for

the City. After my review I have concluded the following:

* City Employee Kim Nelson received a letter addressed specifically to her, not to the City or EDHA from a Federal Agency.
* Ms. Nelson was out on leave during the time that the letter arrived.
* Ms. Nelson picked up the letter when she came in to the office to collect some personal items and brought it to her residence.
* Ms. Nelson opened the letter at her residence and phoned in to the EDHA Office to inquire what she should do with it.
* Ms. Nelson told EDHA Director Jim Richter that she had received an address verification form regarding Timothy Holmseth and that contained Mr. Holmseth’s address, but not his apartment number.
* Mr. Richter told her that the policy was to shred documents that contain personal information and asked her if she had a shredder. She stated that she did and he told her to shred it.

After review of this situation, I have determined that the document was shredded in error. If you are still in need of address verification, please feel free to have the requesting entity to contact me..

Sincerely,

David Murphy

City Administrator