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OFFICE OF GENERAL COUNSEL	**OFFICE OF THE CITY COUNCIL**
117 WEST DUVAL STREET, SUITE 480	**117 W. DUVAL ST., SUITE 425**
JACKSONVILLE, FLORIDA 32202	**JACKSONVILLE, FL 32202**
PHONE: (904) 255-5100	**PHONE: (904) 255-5213**

MEMORANDUM

To: Melissa Dykes, Interim Managing Director and Chief Executive Officer
Herschel Vinyard, Chief Administrative
Caren Anders, Vice President/General Manager, Energy
Deryle Calhoun, Vice President/General Manager, Water/Wastewater Systems
Kerri Stewart, Vice President & Chief Customer Officer
Jon Kendrick, Vice President & Chief Human Resources Officer
John McCarthy, Vice President & Chief Supply Chain Officer
Steven G. McInall, Vice President Energy and Water Planning
Paul Steinbrecher, Vice President & Chief Environmental Services Officer
Ted Hobson, Vice President & Chief Compliance Officer
Shawn Eads, Chief Information Officer
David Goldberg, Director of Customer and Community Engagement

From: Rory Diamond, Councilmember District 13
Jason Gabriel, General Counsel
Sean Granat, Deputy General Counsel

Date: January 24, 2020

Re: Preservation of any and all JEA Records

As you are aware, there are a number of ongoing investigations of JEA. Therefore, you are advised to immediately cease the destruction, purging, or removal of any and all records, whatsoever, in the possession, custody or control of JEA, JEA employees, and any third-party agents, such as vendors and consultants. These include all forms of hard copy records and documents, as well as electronic data located in electronic databases, networks, computer systems, computer hardware and software, servers, archives, backup or disaster recovery systems, tapes, discs, drives, cartridges, and other electronic media, smart phones and other telephones, laptops, tablets, paging devices, and other handheld wireless devices, and audio systems (including voicemail) controlled by JEA, or used by anyone to conduct the business of JEA. Please contact all third-party agents and inform them or remind them of their obligations to preserve data and records.