

**June 19, 2025**

Erie Conty Water Authority  
Buffalo, New York

Sent Via Email to FOIL@ecwa.org

**RE: Personnel File Request for John C. Honan (DOB 12/13/1967)**

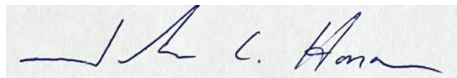
Dear FOIL Officer:

I am writing to request a copy of the contents of my personnel file from my employment with Erie County Water Authority. I was employed there as a seasonal employee for various periods, roughly between May/June 1984 through August 1991. During this time, I went through several onboarding/offboarding cycles as my employment was not continuous. The type of information that I am looking for includes:

- All information related to hiring and onboarding, including job applications, payroll sign up, benefit enrollment forms (insurance, retirement, etc.), job description, offer letters, handbook acknowledgements, tax forms, compensation data, etc.
- Periods worked
- All information related to exiting and offboarding including resignation notices, exit interview documents, exit benefit notifications, other exit documentation.

Thank you very much for your assistance with this request!

Sincerely,

A handwritten signature in blue ink, appearing to read "John C. Honan", on a light-colored rectangular background.

John C. Honan

John C. Honan

---

2136 West Oakfield Rd, Grand Island, NY 14072 – honan777@outlook.com – 716.435.4223