

SUBPOENA FOR DOCUMENTS AND INFORMATION

To: State Travel Office
Department of Administrative Services
Division of Fleet Operations & Surplus Services
Utah State Capitol Complex
State Office Building
450 North State Street, Room 4120
Salt Lake City, UT 84114

Pursuant to the authority of the Special Investigative Committee of the Utah House of Representatives pursuant to Utah Code Ann. §§ 36-14-1 *et seq.*, you are hereby commanded to produce by Five O'Clock p.m. (5:00 p.m.) on November 25, 2013 the documents and information set forth herein in Schedule A. The documents and information sought herein should be delivered to the Special Investigative Committee, c/o John L. Fellows, General Counsel, Office of Legislative Research and General Counsel, Utah State Capitol Complex, House Building Suite W210, Salt Lake City, UT 84114.

Any contumacy or failure to obey this subpoena may subject you to sanctions and penalties under the law.

Given under my hand, by authority vested in me, this 7th day of November, 2013.



Representative James A. Dunnigan
Chairman
Special Investigative Committee of the Utah
House of Representatives

SCHEDULE A

Documents and Information to be Produced

1. All documents referring or relating to travel by John Swallow including, but not limited to, travel reservations, itineraries or schedules, reasons for travel, receipts or reimbursements for travel expenses, and reports of amounts incurred for travel.

Instructions

1. The time period applicable to these requests is December 1, 2009 to the date of this subpoena.
2. The documents and information subpoenaed includes all that is in your custody, control or possession, or within your right of custody, control or possession. This includes, but is not limited to, documents or information currently in the possession, custody or control of Christopherson Business Travel.
3. To the extent practicable, documents shall be produced in a searchable electronic format (such as delimited text with images and native files, or searchable PDF format). Audio and video files shall be produced in their native format. All materials provided in response to this subpoena shall contain a unique identifying number, irrespective of format.

Definitions

1. **“Document”** means any written, recorded or graphic matter in any format or medium, including, but not limited to, the following: hard copy documents; electronic documents and all other electronically stored information, including, but not limited to, electronic mail, text messages or instant messages; photographs; or audio or video recordings.
2. **“Referring or relating to”** means pertaining in any way to the identified person or subject.