



October 1, 2019

VIA ELECTRONIC MAIL

Florida Department of Corrections
ATTN: Public Records Unit
501 South Calhoun Street
Tallahassee, FL 32399-2500
CO.PublicRecords@fdc.myflorida.com

Re: Public Records Request

Dear Public Records Officer:

Pursuant to Florida's public records laws, as codified at Fla. Stat. Chapter 119, American Oversight makes the following request for records.

Requested Records

American Oversight requests that the Florida Department of Corrections (DOC) promptly produce the following:

1. All email communications (including email messages, email attachments, calendar invitations, and calendar invitation attachments) pertaining to Amendment 4, Senate Bill (S.B.) 7066, or the restoration of voting rights to individuals with prior felony convictions, exchanged between (a) any of the DOC officials and employees listed below, and (b) any official of the Florida Department of State (including anyone with an email address ending in @DOS.MyFlorida.com, or @dos.state.fl.us).

DOC Officials and Employees:

- i. Secretary Mark S. Inch
- ii. Administration Director Steve Fielder
- iii. Communications Director Michelle Glady
- iv. Legislative Affairs Director Jared Torres
- v. Strategic Initiative Director Diane Quigley
- vi. General Counsel Kenneth S. Steely
- vii. Community Corrections Assistant Secretary Joe Winkler
- viii. Probation & Parole Field Services & Interstate Compact Chief Cassandra Moore
- ix. Community Programs Chief Shawn Satterfield
- x. Bureau Chief Michelle Palmer
- xi. Anyone serving in the capacity of Chief of Staff
- xii. Anyone serving in the capacity of Community Corrections Director



2. All records prepared by or provided to the DOC regarding how to determine whether an inmate or former offender has completed any or all “terms of sentence,” as defined in Fla. Stat. 98.0751, such as memoranda, guidance, directives, rules, interpretations, etc.
3. All records prepared by or provided to the DOC reflecting procedures for notifying an inmate or former offender of any or all outstanding “terms of sentence,” as defined in Fla. Stat. 98.0751, such as memoranda, guidance, directives, rules, interpretations, etc.
4. Copies of standardized informational or educational materials provided by the DOC to all inmates and former offenders about the restoration of voting rights, such as brochures, fact sheets, form letters, etc.
5. Any document memorializing any information-sharing arrangement between DOC and any other Florida state or local agency, including the Department of State and local supervisors of election, regarding an individual’s completion or incompleteness of any or all “terms of sentence,” as defined in Fla. Stat. 98.0751. This request includes both formal contracts or memoranda of agreement or understanding, and less formal agreements regarding how and when to share information.

Please provide all responsive records from November 6, 2018, to the date the search is conducted.

Please notify American Oversight of any anticipated fees or costs in excess of \$100 prior to incurring such costs or fees.

American Oversight seeks all responsive records regardless of format, medium, or physical characteristics. In conducting your search, please understand the terms “records,” and “documents,” in their broadest sense, to include any written, typed, recorded, graphic, printed, or audio material of any kind. We seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages, and transcripts, notes, or minutes of any meetings, telephone conversations, or discussions. Our request includes any attachments to these records. **No category of material should be omitted from search, collection, and production.**

In addition, American Oversight insists that DOC use the most up-to-date technologies to search for responsive information and take steps to ensure that the most complete repositories of information are searched. American Oversight is available to work with you to craft appropriate search terms. **However, custodian searches are still required; your office may not have direct access to files stored in .PST files, outside of network drives, in paper format, or in personal email accounts.**

In the event some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If it is your position that a document contains non-exempt segments, but that those non-exempt segments are so dispersed throughout the document as to make segregation impossible, please state what portion of the document is non-exempt, and how the material is dispersed throughout the

document. If a request is denied in whole, please state specifically that it is not reasonable to segregate portions of the record for release.

Please take appropriate steps to ensure that records responsive to this request are not deleted by your office before the completion of processing for this request. If records potentially responsive to this request are likely to be located on systems where they are subject to potential deletion, including on a scheduled basis, please take steps to prevent that deletion, including, as appropriate, by instituting a litigation hold on those records.

To ensure that this request is properly construed, that searches are conducted in an adequate but efficient manner, and that extraneous costs are not incurred, American Oversight welcomes an opportunity to discuss its request with you before you undertake your search or incur search or duplication costs. By working together at the outset, American Oversight and DOC can decrease the likelihood of costly and time-consuming litigation in the future.

Where possible, please provide responsive material in electronic format by email or in PDF or TIF format on a USB drive. Please send any responsive material being sent by mail to American Oversight, 1030 15th Street NW, Suite B255, Washington, DC 20005. If it will accelerate release of responsive records to American Oversight, please also provide responsive material on a rolling basis.

Conclusion

American Oversight is a 501(c)(3) nonprofit with the mission to promote transparency in government, to educate the public about government activities, and to ensure the accountability of government officials. American Oversight uses the information gathered, and its analysis of it, to educate the public through reports, press releases, or other media. American Oversight also makes materials it gathers available on its public website and promotes their availability on social media platforms, such as Facebook and Twitter.¹

We share a common mission to promote transparency in government. American Oversight looks forward to working with the DOC on this request. If you do not understand any part of this request, have any questions, or foresee any problems in fully releasing the requested records, please contact Christine H. Monahan at records@americanoversight.org or (202) 788-0606.

Sincerely,



Austin R. Evers
Executive Director
American Oversight

¹ American Oversight currently has approximately 12,250 page likes on Facebook and 54,800 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Oct. 1, 2019); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Oct. 1, 2019).