



November 8, 2019

VIA WEB PORTAL

Orange County Clerk of Courts
425 N. Orange Ave.
Orlando, FL 32801
Via [Web Portal](#)

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 Orange County Clerk promptly produce the following:

All email communications (including email messages, email attachments, calendar invitations, and calendar invitation attachments) between (a) the Honorable Tiffany Moore Russell, Orange County Clerk of Court, or anyone communicating on her behalf, including an executive assistant, personal assistant, or scheduler, and (b) the individuals listed below:

- i. Honorable Ken Burke, Pinellas County Clerk of Court
(KBurke@mypinellasclerk.org)
- ii. Honorable Tara S. Green, Clay County Clerk of Court (greent@clayclerk.com)
- iii. Honorable Karen E. Rushing, Sarasota County Clerk of Court (krushing@scgov.net)
- iv. Honorable Carolyn Timmann, Martin County Clerk of Court
(CTimmann@martinclerk.com)
- v. Honorable JD Peacock, Okaloosa County Clerk of Court
(jdpeacock@okaloosaclerk.com)
- vi. Honorable Doug Chorvat, Hernando County Clerk of Court
(dchorvat@hernandoclerk.org)
- vii. Chris Anderson, Seminole County Supervisor of Elections
(anderson@voteseminole.org)
- viii. Vikki Cannon, Nassau County Supervisor of Elections (vcannon@votennassau.com)
- ix. Laurel Lee, Secretary of State (laurel.lee@dos.myflorida.com)
- x. Maria Matthews, Director, Florida Division of Elections
(Maria.Matthews@DOS.MyFlorida.com)
- xi. Toshia Brown, Chief, Florida Bureau of Voter Registration Services,
(Toshia.Brown@DOS.MyFlorida.com)



- xii. Amber Marconnet, Senior Management Analyst Supervisor, Florida Bureau of Voter Registration Services (Amber.Marconnet@DOS.MyFlorida.com)
- xiii. Matthew Harris (Matthew.Harris@DOS.MyFlorida.com)
- xiv. Mark Inch, Secretary, Florida Department of Corrections (mark.inch@fdc.myflorida.com)
- xv. Joe Winkler, Assistant Secretary, Florida Department of Corrections (Joe.Winkler@fdc.myflorida.com)
- xvi. Kenneth Steely, General Counsel, Florida Department of Corrections (Kenneth.Steely@fdc.myflorida.com)
- xvii. Michelle Palmer, Bureau Chief, Florida Department of Corrections (Michelle.Palmer@fdc.myflorida.com)
- xviii. Manley Jaquiss, Correctional Probation Senior Supervisor, Florida Department of Corrections (Manley.Jaquiss@mail.fdc.myflorida.com)
- xix. Rick Swearingen, Executive Director, Florida Department of Law Enforcement (rickswearingen@fdle.state.fl.us)
- xx. Kate Holmes, Assistant General Counsel, Florida Department of Law Enforcement (kateholmes@fdle.state.fl.us)
- xxi. Melinda Coonrod, Chair, Florida Commission on Offender Review (melindacoonrod@fcor.state.fl.us)

Please provide all responsive records from July 1, 2019, to the date of the search.

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 term “records,” in its broadest sense, to include any written, typed, recorded, graphic, printed, or audio material of any kind. 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 you 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 the Orange County Clerk 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 you 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) 869-5244.

Sincerely,



Austin R. Evers
Executive Director
American Oversight

¹ American Oversight currently has approximately 12,300 page likes on Facebook and 55,800 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Nov. 4, 2019); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Nov. 4, 2019).