



February 5, 2020

VIA ELECTRONIC MAIL

Florida Department of State
Office of the General Counsel
Attn: Carlos A. Rey, Public Records Custodian
500 S. Bronough Street
Tallahassee, Florida 32399
DOS.GeneralCounsel@DOS.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 Department of State promptly produce the following:

Records sufficient to show the Florida Voter Registration System (FVRS) maintenance windows for 2020, as of February 1, 2020.

American Oversight would consider as responsive to this request any email sent by Division of Elections staff to Florida Supervisors of Elections or their staff (including but not limited to emails sent to FVRSSOE@dos.myflorida.com) sharing the 2020 FVRS Maintenance Window Schedule. Attached as Exhibit A is an example of a document that would be responsive to this request.

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

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 Department of State 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 Department of State 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,

A handwritten signature in blue ink, appearing to read "Austin R. Evers", with a long horizontal line extending to the left.

Austin R. Evers
Executive Director
American Oversight

¹ American Oversight currently has approximately 15,400 page likes on Facebook and 101,400 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Jan. 30, 2020); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Jan. 30, 2020).

EXHIBIT A

Brown-Wilson, Angie

From: Hogan, Mike
Sent: Thursday, January 24, 2019 5:15 PM
To: Bethea, Stan;Almazan, Cliff;atorres323@gmail.com
Subject: Fwd: Proposed FVRS 2019 Maintenance Windows

For your information

Sent from my iPhone

Begin forwarded message:

From: "Brown, Toshia" <Toshia.Brown@DOS.MyFlorida.com>
Date: January 24, 2019 at 1:23:36 PM EST
To: SOEContacts <FVRSSOE@dos.myflorida.com>, SOEList <FVRSSOE@dos.myflorida.com>
Cc: "Fowler, Wren" <wfowler@vrsystems.com>, "Schlorholtz, Erik" <eschlorholtz@vrsystems.com>, "Winchester, Jon" <Jon@logicworks.cc>, "Elias, Sue" <sue.elias@ocfelections.com>, "Brown, George" <George.Brown@dos.myflorida.com>, "Maynor, Walter S. \"Scott\""" <scott.maynor@dos.myflorida.com>, "Modrow, Janet" <Janet.Modrow@DOS.MyFlorida.com>, "Matthews, Maria I." <Maria.Matthews@DOS.MyFlorida.com>
Subject: Proposed FVRS 2019 Maintenance Windows

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear Supervisors of Elections and staff:

Please find below the 2019 FVRS Maintenance Window Schedule. We tried to be mindful of scheduled local elections as reported to the Division and other election – related dates. As we approach a specified window, we will provide further detail as needed regarding the activities to be conducted.

FVRS Maintenance Windows for 2019	
	Dates/Time
1 st	Feb 15 - 18 Friday, 7 pm (ET)– Monday, 7 am (ET)
2 nd	May 17 - 20 Friday, 7 pm (ET)– Monday, 7 am (ET)
3 rd	Jul 19 - 22 Friday, 7 pm (ET) – Monday, 7 am (ET)
4 th	Aug 16 - 19 Friday, 7 pm (ET) – Monday, 7 am (ET)
5 th	Sep 20 - 23 Friday, 7 pm (ET)– Monday, 7 am (ET)

Thank you,

Toshia H. Brown

Chief, Bureau of Voter Registration Services
Division of Elections
Florida Department of State
R.A. Gray Building
500 S. Bronough Street
Tallahassee, Florida 32399
850.245.6225 (office)
850.245.6291 (fax)