



March 31, 2020

**VIA ELECTRONIC MAIL**

Director, Office of Open Government  
Executive Office of the Governor  
400 S. Monroe Street  
Tallahassee, FL 32399  
[desantis.opengov@eog.myflorida.com](mailto:desantis.opengov@eog.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 Office of the Governor promptly produce the following:

All email communications (including emails, email attachments, complete email chains, calendar invitations, and calendar invitation attachments) **sent** by (A) the specified officials in the Office of the Governor **to** (B) representatives of the federal government with **email addresses ending in cdc.gov, hhs.gov, fda.gov, eop.gov, fema.dhs.gov, or mail.mil**, containing any of the key terms listed below.

**Specified Officials:**

- a. Governor Ron DeSantis, or anyone communicating on his behalf, such as assistants or schedulers
- b. Chief of Staff Shane Strum
- c. Lt. Governor Jeanette Nunez
- d. Chief of Staff Alex Garcia
- e. Deputy Chief of Staff James Blair
- f. Deputy Chief of Staff Adrian Lukis
- g. Executive Assistant Amelia Keaton
- h. General Counsel Joe Jacquot
- i. Executive Assistant Erin Kraeft
- j. Director of External Affairs Mara Gambineri
- k. External Affairs Deputy Director Drew Meiner

**Key Terms:**

1. Test



2. Tests
3. Testing
4. Kit
5. Defect
6. coronavirus
7. COVID
8. "SARS-cov-2"
9. "2019-nCoV"
10. EUA
11. "Emergency Use"
12. LDT
13. CLIA
14. 564
15. Epidemic
16. Pandemic
17. "Army Corps"
18. ACE
19. "face mask"
20. N95
21. Ventilator
22. ICU
23. "surge capacity"
24. "hospital bed"
25. Panic
26. Alarm
27. Desperate
28. Disaster
29. Relief
30. Primer
31. "Viral RNA"
32. Reagent
33. Swabs
34. "Drive-thru"
35. "Drive thru"
36. PPE
37. Shortage
38. Shortages
39. "Defense Production Act"
40. DPA
41. Nationalize
42. "Spring break"
43. "Spring breakers"
44. "Spring-breakers"
45. "Miami-Dade"
46. "Broward"
47. "Palm Beach"

48. Beaches

49. Tourism

Please provide all responsive records from February 10, 2020, to March 24, 2020.

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

American Oversight has limited its request to sent messages to reduce the volume of potentially responsive records. American Oversight still requests complete email chains. So, for example, if a government official sent a response to an incoming message containing one of the key terms above, the email chain containing the initially received message and the response is responsive to this request.

We understand that your office's capacity may be impacted by the COVID-19 outbreak and response efforts. Should that be the case, we would be happy to discuss potential streamlining or narrowing of our request, reasonable delays in processing this request, or other accommodations. Please feel free to contact us at the telephone number listed in the final paragraph of this letter; we look forward to working with you.

American Oversight seeks all responsive records regardless of format, medium, or physical characteristics, and includes any attachments to these records

American Oversight insists that your agency 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 your agency 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.<sup>1</sup>

We share a common mission to promote transparency in government. American Oversight looks forward to working with your agency 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](mailto:records@americanoversight.org) or (202) 869-5244.

Sincerely,



Austin R. Evers  
Executive Director  
American Oversight

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<sup>1</sup> American Oversight currently has approximately 15,500 page likes on Facebook and 102,400 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Mar. 18, 2020); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Mar. 18, 2020).