



March 23, 2019

VIA ELECTRONIC MAIL

Florida Department of State
Office of the General Counsel
Attn: Carlos A. Rey, Public Records Custodian
500 S. Bronough Street
Tallahassee, FL 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:

1. All e-mail communications (including complete email chains, email attachments, calendar invitations, and calendar invitation attachments) sent by (a) any of the Florida state government officials listed in Column A below, to (b) any of the individuals listed in Column B below.

In an effort to accommodate the Department of State and reduce the number of responsive records to be processed and produced, American Oversight has limited the email portion of its request to emails sent by the individuals in the Secretary's office. To be clear, however, American Oversight still requests that complete email chains be produced, displaying both the sent messages and the prior received messages in each email chain. This means, for example, that both the individual's response to an email from a listed entity and the initial received message are responsive to this request and should be produced.

2. All text messages exchanged between (a) any of the Florida state government officials listed in Column A below, and (b) any of the individuals listed in Column B below.
3. All non-email or text communications (including letters, memoranda, or other communications) between (a) any of the Florida state government officials listed in Column A below, and (b) any of the individuals listed in Column B below.



Column A: Secretary's Office	Column B: External Individuals
<ul style="list-style-type: none"> i. Secretary of State Laurel Lee ii. Assistant Secretary of State and Chief of Staff Jennifer Kennedy (formerly Acting Secretary of State), and anyone else serving in the role of Assistant Secretary of State or Chief of Staff iii. Division Director, Elections, Maria Matthews, or anyone else serving in the role of Division Director, Elections iv. Anyone serving as an Assistant, Deputy, Chief of Staff, or similar role to the Division Director, Elections v. Anyone communicating on behalf of any of the above officials, such as an administrative assistant or scheduler 	<ul style="list-style-type: none"> i. J. Christian Adams ii. Logan Churchwell iii. Sue Becker iv. Kaylan Phillips v. Noel Johnson vi. Anyone communicating with an email address ending in @publicinterestlegal.org vii. Jason Snead, Executive Director, Honest Elections Project viii. Anyone communicating with an email address ending in @honestelections.org

Please provide all responsive records from January 1, 2020, 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 term “record,” in its broadest sense, to include any written, typed, recorded, graphic, printed, or audio material of any kind. Where applicable, we seek records of any kind, including electronic records, audiotapes, and videotapes, as well as letters, emails, facsimiles, telephone messages, and voice mail messages. 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 your office 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 office 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 Office of the Governor 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

¹ American Oversight currently has approximately 15,400 page likes on Facebook and 102,200 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Mar. 12, 2020); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Mar. 12, 2020).

records, please contact Christine H. Monahan at records@americanoversight.org or (202) 869-5244.

Sincerely,

A handwritten signature in blue ink that reads "Austin R. Evers". The signature is fluid and cursive, with a long horizontal line extending to the left of the first letter.

Austin R. Evers
Executive Director
American Oversight