



October 8, 2020

VIA EMAIL

Mr. Bob Taylor
Open Records Manager
University of Georgia
Athens, GA 30602
btaylor@uga.edu

Re: Open Records Request

Dear Mr. Taylor,

Pursuant to the Georgia Open Records Law (O.C.G.A. §§ 50-18-70 et seq.), American Oversight makes the following request for records.

Requested Records

American Oversight requests that your office produce the following within three business days, or provide a written description of any responsive records with a timeline for their availability within three business days:

All email communications (including emails, email attachments, complete email chains, calendar invitations, and calendar invitation attachments) between (a) the University of Georgia officials listed below in Column A, and (b) representatives of the Georgia state and local government listed below in Column B, containing (c) any of the key terms specified below the chart.

Column A: University of Georgia Officials	Column B: Representatives of Georgia Government
<ul style="list-style-type: none"> i. President Jere Morehead ii. Administrative Assistant, Amy Andrews iii. Chief of Staff and Interim Vice President for Marketing & Communications, Dr. Kathy Pharr iv. Interim Senior Director for Marketing & Communications, Greg Trevor 	<ul style="list-style-type: none"> i. Governor Brian Kemp ii. Scheduler, Laura Wilson iii. Chief of Staff to the Governor, Tim Fleming iv. Deputy Chief of Staff, Charles Harper v. Director of Communications & Deputy Executive Counsel, Candice Broce vi. Director of External Affairs, Mark Hamilton vii. Anyone serving in the office of Georgia Secretary of State Raffensberger (including anyone with an email address ending in sos.ga.gov)



	viii. Anyone serving in the office of Athens-Clarke County Board of Elections (including anyone with an email address ending in accgov.com)
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Key Terms:

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|----------------|-----------------|
| a. Ballot | h. “On-campus” |
| b. Coliseum | i. “On campus” |
| c. Closure | j. Poll |
| d. Distancing | k. Registration |
| e. Election | l. Stegeman |
| f. “In-person” | m. Vote |
| g. “In person” | n. Voting |

Please provide all responsive records from August 1, 2020, through 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 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 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 Khahilia Shaw at records@americanoversight.org or (202) 539-6507.

Sincerely,



Austin R. Evers
Executive Director
American Oversight

¹ American Oversight currently has approximately 15,600 page likes on Facebook and 105,300 followers on Twitter. American Oversight, Facebook, <https://www.facebook.com/weareoversight/> (last visited Oct. 6, 2020); American Oversight (@weareoversight), Twitter, <https://twitter.com/weareoversight> (last visited Oct. 6, 2020).