



September 30, 2020

**VIA ELECTRONIC MAIL**

Public Information Officer  
Nevada Secretary of State  
101 North Carson Street, Suite 3  
Carson City, NV 89701  
[sospio@sos.nv.gov](mailto:sospio@sos.nv.gov)

**Re: Public Records Act Request**

Dear Public Information Officer:

Pursuant to the Nevada Public Records Act, N.R.S. Chapter 239, American Oversight makes the following request for records.

**Requested Records**

American Oversight requests that your office produce the following records within five business days:

1. All records reflecting the contents of any meetings between Deputy Secretary of State Wayne Thorley and any employees or representatives of the Nevada Republican Party or the Nevada Assembly Republican Caucus, including any written communications about the meetings, agendas, lists of meeting attendees, minutes, summaries, handwritten notes, materials exchanged during the meetings, and/or any preparatory or background materials prepared for or provided to Deputy Secretary of State Thorley or any of the other attendees.

Please provide all responsive records from January 1, 2020, to the date the search is conducted.

2. All records reflecting the contents of any of the meetings or calls participated in by Deputy Secretary of State Wayne Thorley or Secretary of State Barbara Cegavske listed below, including any written communications about the meetings or calls, agendas, lists of attendees or participants, minutes, summaries, handwritten notes, materials exchanged during the meetings or calls, and/or any preparatory or background materials prepared for or provided to Deputy Secretary of State Wayne Thorley, Secretary of State Barbara Cegavske, or any of the other attendees or participants.
  - a. February 27, 2020: Meeting with Jim Hindle and Jim Degraffenreid re: New Legislation
  - b. March 26, 2020: Meeting with the Vote by Mail Working Group



- c. March 30, 2020: Call with the Assembly GOP Caucus
- d. May 7, 2020: ERIC meeting to discuss sharing information re: voter participation reports
- e. July 14, 2020: Meeting to review Clark County's absentee ballot process
- f. July 15, 2020: Meeting to review Washoe County's absentee ballot process
- g. July 16, 2020: Call with the DOJ re: list maintenance

Please consult with American Oversight on any fees your office expects it may assess.

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>

### **Guidance Regarding the Search & Processing of Requested Records**

In connection with its request for records, American Oversight provides the following guidance regarding the scope of the records sought and the search and processing of records:

- Please search all locations and systems likely to have responsive records, regardless of format, medium, or physical characteristics. For instance, since the request seeks “written communications,” please search all locations likely to contain written communications, including relevant hard-copy files, correspondence files, appropriate locations on hard drives and shared drives, emails, text messages or other direct messaging systems (such as iMessage, WhatsApp, Signal, or Twitter direct messages), instant messaging systems such as Lync or ICQ, and shared messages systems such as Slack.
- In conducting your search, please understand the terms “record,” “document,” and “information” in their broadest sense, to include any written, typed, recorded, graphic, printed, or audio material of any kind. We seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages and transcripts, notes, or minutes of any meetings, telephone conversations or discussions.

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<sup>1</sup> American Oversight currently has approximately 15,600 page likes on Facebook and 105,200 followers on Twitter. American Oversight, Facebook, <https://www.facebook.com/weareoversight/> (last visited Sept. 23, 2020); American Oversight (@weareoversight), Twitter, <https://twitter.com/weareoversight> (last visited Sept. 23, 2020).

- Our request for records includes any attachments to those records or other materials enclosed with those records when they were previously transmitted. To the extent that an email is responsive to our request, our request includes all prior messages sent or received in that email chain, as well as any attachments to the email.
- Please search all relevant records or systems containing records regarding agency business. Do not exclude records regarding agency business contained in files, email accounts, or devices in the personal custody of your officials, such as personal email accounts or text messages.
- 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. N.R.S. § 239.010(3). If a request is denied in whole, please state specifically why 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 the agency 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.

### **Conclusion**

If you have any questions regarding how to construe this request for records or believe that further discussions regarding search and processing would facilitate a more efficient production of records of interest to American Oversight, please do not hesitate to contact American Oversight to discuss this request. 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 an electronic format by email. Alternatively, please provide responsive material in native format or in PDF 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.

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, please contact Emma Lewis at [records@americanoversight.org](mailto:records@americanoversight.org) or 202.919.6303.

Sincerely,

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

Austin R. Evers  
Executive Director  
American Oversight