



March 8, 2021

VIA EMAIL

Open Records Custodian
Office of the Governor
206 Washington Street
111 State Capitol
Atlanta, GA 30334
Open.records@georgia.gov

Re: Open Records Request

Dear Records Custodian:

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:

All (1) email communications (including emails, email attachments, complete email chains, calendar invitations, and calendar invitation attachments) and (2) text messages between the officials in the Office of the Governor specified below and the external individuals specified below.

Please provide all responsive records from January 1, 2021, through the date your office receives this request.

Office of the Governor:

- i. Brian Kemp, Governor
- ii. Trey Kilpatrick, Chief of Staff
- iii. David Dove, Executive Counsel
- iv. Bert Brantley, Deputy Chief of Staff of External Affairs
- v. Candice Broce, Chief Operating Officer

Specified External Individuals:

- i. Senator Michael Dugan (mike.dugan@senate.ga.gov)
- ii. Ethan Stiles, Chief of Staff (ethan.stiles@senate.ga.gov)
- iii. Elizabeth Fetzter, Legislative Assistant (Elizabeth.fetzter@senate.ga.gov)
- iv. Senator Butch Miller (butch.miller@senate.ga.gov)
- v. Steve Tippins, Chief of Staff (steve.tippins@senate.ga.gov)
- vi. Adeline Frost, Legislative Assistant (adeline.frost@senate.ga.gov)
- vii. Senator Brandon Beach (brandon.beach@senate.ga.gov)



- viii. Meaghan Kelling, Legislative Assistant (meaghan.kelling@senate.ga.gov) (also serves as Legislative Assistant to Senator Sheila McNeil, external party listed below)
- ix. Senator Matt Brass (matt.brass@senate.ga.gov)
 - x. Denese Sampson, Legislative Assistant (denese.sampson@senate.ga.gov)
 - xi. Senator Steve Gooch (steve.gooch@senate.ga.gov)
 - xii. Gracie Boortz, Legislative Assistant (gracie.boortz@senate.ga.gov)
 - xiii. Senator Tyler Harper (tyler.harper@senate.ga.gov)
 - xiv. Emily Doppel, Legislative Assistant (emily.doppel@senate.ga.gov)
 - xv. Senator Sheila McNeil (sheila.mcneil@senate.ga.gov)
 - xvi. Senator Jeff Mullis (jeff.mullis@senate.ga.gov)
 - xvii. Madeline Lara, Legislative Assistant (madeline.lara@senate.ga.gov)
 - xviii. Senator Bruce Thompson (bruce.thompson@senate.ga.gov)
 - xix. Jenna Does, Legislative Assistant (jenna.does@senate.ga.gov)
 - xx. Representative Rick Williams (rick.williams@house.ga.gov)
 - xxi. Kathy Hutcherson, Administrative Assistant (kathy.hutcherson@house.ga.gov)
 - xxii. Representative Barry Fleming (barry.fleming@house.ga.gov)
 - xxiii. Madeline Moghimi, Administrative Assistant (madeline.moghimi@house.ga.gov)
 - xxiv. Representative Jan Jones (jan.jones@house.ga.gov)
 - xxv. Sheena Wright, Administrative Assistant (sheena.wright@house.ga.gov)
 - xxvi. Representative Alan Powell (alan.powell@house.ga.gov)
 - xxvii. Jan Brown, Administrative Assistant (jan.brown@house.ga.gov)
 - xxviii. Representative Shaw Blackmon (shaw.blackmon@house.ga.gov)
 - xxix. Sara Rios, Administrative Assistant (sara.rios@house.ga.gov)
 - xxx. Representative Lynn Smith (lynn.smith@house.ga.gov)
 - xxxi. Nicole Chappelle, Administrative Assistant (nicole.chappelle@house.ga.gov)

Communications about official business sent with or received by both governmental and personal email accounts or cell phones are responsive to this request.

Please note that American Oversight does not seek, and that this request specifically excludes, the initial mailing of news clips or other mass-distribution emails. However, subsequent communications forwarding such emails are responsive to this request. In other words, for example, if Governor Kemp received a mass-distribution press release email from Senator Beach, that initial email would not be responsive to this request. However, if Governor Kemp forwarded that email to another individual listed above with his own commentary, that subsequent message would be responsive to this request and should be produced.

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

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:

- 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. Records of official business conducted using unofficial systems or stored outside of official files are subject to the Open Records Act.¹
- 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 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.

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

¹ O.C.G.A. § 50-18-70(b)(2).

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.²

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,

/s/ Khahilia Shaw
Khahilia Shaw
on behalf of
American Oversight

² American Oversight currently has approximately 15,600 page likes on Facebook and 105,400 followers on Twitter. American Oversight, Facebook, <https://www.facebook.com/weareoversight/> (last visited Feb. 25, 2021); American Oversight (@weareoversight), Twitter, <https://twitter.com/weareoversight> (last visited Feb. 25, 2021).