



August 29, 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, Florida 32399  
[DOS.GeneralCounsel@DOS.MyFlorida.com](mailto: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 Florida Department of State promptly produce the following:

1. Any charter, bylaws, and other governing documents for the Restoration of Voting Rights Work Group (a.k.a., Restoration of Voting Rights Task Force).
2. Any roster or other records reflecting the membership of the Restoration of Voting Rights Work Group (a.k.a., Restoration of Voting Rights Task Force), including any designees serving on behalf of the Secretary of State, the Secretary of Corrections, the executive director of the Department of Law Enforcement, and/or the Chairman of the Florida Commission on Offender Review, and all appointees.
3. All records concerning the selection of appointees or designees to the Restoration of Voting Rights Work Group (a.k.a., Restoration of Voting Rights Task Force). This request includes, but is not limited to, any communications with or about candidates for the Work Group; letters of recommendation or nomination; resumes, cover letters, biographies, applications, or other documentation reflecting relevant experience or qualifications; offer letters or other communications reflecting members' appointments to the Work Group; and decision memoranda or other records identifying, documenting, or explaining the selection of appointees or designees to the Work Group.
4. Any training or onboarding materials created for or provided to members of the Restoration of Voting Rights Work Group (a.k.a., Restoration of Voting Rights Task Force). This request may include, but is not limited to, guidance provided to perform the duties of a Work Group member, position descriptions, descriptions of objectives, handbooks, policies,



manuals, ethics materials, orientation schedules, and any informal or formal descriptions of the Work Group's mission or goals, or other communications regarding the Work Group.

Please provide all responsive records from June 14, 2019, to the date of the search.

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 terms "records," and "documents," 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. 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 you 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, we 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 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 Christine H. Monahan at [records@americanoversight.org](mailto:records@americanoversight.org) or (202) 788-0606.

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.

Austin R. Evers  
Executive Director  
American Oversight

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<sup>1</sup> American Oversight currently has approximately 12,250 page likes on Facebook and 54,300 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Aug. 21, 2019); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Aug. 21, 2019).