



September 12, 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 Florida Department of State promptly produce the following:

All emails (including email messages, email attachments, calendar invitations, and calendar invitation attachments) sent to either (1) FVRSSOE@dos.myflorida.com or (2) SOEStaffContacts@dos.myflorida.com, regarding Florida Amendment 4 (the Voting Rights Restoration for Felons Initiative), Senate Bill (SB) 7066, or the restoration of voting rights to individuals with prior felony convictions.

American Oversight believes that records containing the terms below are likely to be responsive records, and American Oversight requests that the Department of State employ, at a minimum, these search terms to identify responsive records:

- "Amendment Four"
- "Amendment 4"
- "Amdt. 4"
- "Amdt 4"
- "Senate Bill 7066"
- "S.B. 7066"
- "SB 7066"
- "SB7066"
- "S.B.7066"
- "S 7066"
- "S7066"
- "Chapter No. 2019-162"
- "Ch. No. 2019-162"
- "98.0751"
- voting AND restor*
- vote* AND restor*
- voting AND felon*
- vote* AND felon*

Please note that American Oversight is using the asterisk (*) to designate the standard use of "wildcards" in the search for responsive records. For example, a search for "restor*"



would return restore, restored, and restoration, among other results. If the Department of State is unable to search for wildcards, please advise so that we may specifically include the variations that we would like searched.

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 provide all responsive records from June 1, 2019, to August 31, 2019.

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, or audio material of any kind. **No category of material should be omitted from search, collection, and production.**

In addition, American Oversight insists that the Department of State 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. **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 the Department of State 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 Department of State 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 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 stroke extending to the left.

Austin R. Evers
Executive Director
American Oversight

¹ American Oversight currently has approximately 12,250 page likes on Facebook and 54,500 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Sept. 10, 2019); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Sept. 10, 2019).