



October 7, 2020

VIA EMAIL

Brenda Galarza
PO Box 40224
Olympia, WA 98504-0224
publicrecords@sos.wa.gov

Re: Public Records Request

Dear Ms. Galarza:

Pursuant to the Public Records Act (PRA), Chapter 42.56 Revised Code of Washington (RCW), American Oversight makes the following request for records.

Press reported that Washington Secretary of State Kim Wyman attended a September 17, 2020 call with Postmaster General Louis DeJoy discussing an increase in voting by mail for the general election this November.¹

Requested Records

American Oversight requests that the Secretary of State's office produce the following records within five business days:

All records reflecting the substance of or participants to a meeting with Postmaster General Louis DeJoy on or about September 17, 2020, regarding increased voting by mail in the November general election, including agendas, meeting minutes or summaries (including informal email summaries), participant lists, and any materials exchanged by parties attending the meeting.

Please provide all responsive records from September 15, 2020, through the date the search for records is conducted.

Where possible, please provide responsive material in electronic format by email 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.

¹ Zach Montellaro, Secretaries of State Slam DeJoy Over Election Mailer, Politico (Sept. 17, 2020, 6:54 PM), <https://www.politico.com/news/2020/09/17/secretaries-of-state-slam-dejoy-over-election-mailer-417346>.



American Oversight understands that if the records are produced electronically,² as American Oversight has requested, no fees will be assessed.

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.
- 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.
- 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. 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.

²*Public Records Request – Washington State Department of Commerce*, STATE OF WASHINGTON DEPARTMENT OF COMMERCE, <http://www.commerce.wa.gov/media-center/public-records-request/> (“There is no fee for electronic records that are provided electronically.”).

Conclusion

We share a common mission to promote transparency in government. American Oversight looks forward to working with Commerce 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 Dan McGrath at records@americanoversight.org or (202) 897-4213. Also, if American Oversight may be assessed fees—even as we seek electronic reproductions of the requested records be emailed—please contact us immediately upon making such a determination.

Sincerely,

A handwritten signature in blue ink, reading "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