VIA EMAIL

Open Records Custodian
Office of the Secretary of State
214 State Capitol
Atlanta, GA 30334
openrecords@sos.ga.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, or provide a written description of any responsive records with a timeline for their availability within three business days:

All orders, directives, or guidance provided by the Georgia Secretary of State regarding investigations, evaluations, reviews, or probes into potential cases of election fraud or voter fraud, or otherwise concerning the enforcement of election-related laws or investigations of election irregularities. Guidance regarding any decision to contact voters suspected of potential fraud is one example of records that would be responsive to this request, however our request is not limited solely to that issue.

To be clear, American Oversight is not requesting protected records regarding specific ongoing investigations into election issues, but instead is seeking records related to the general decision to investigate election-related matters. Therefore, responsive records should not be subject to the law enforcement exemption of the Open Records Act under O.C.G.A. §§ 50-18-72(a)(4).

Please provide all responsive records from October 26, 2020, through the date your office receives this request.

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, 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 your office 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, American Oversight and your office 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 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,

Austin R. Evers  
Executive Director  
American Oversight

¹ American Oversight currently has approximately 15,630 page likes on Facebook and 106,100 followers on Twitter. American Oversight, Facebook, https://www.facebook.com/weareoversight/ (last visited Nov. 16, 2020); American Oversight (@weareoversight), Twitter, https://twitter.com/weareoversight (last visited Nov. 16, 2020).