



November 19, 2020

VIA EMAIL

Public Information Officer
Nevada Secretary of State
101 North Carson Street, Suite 3
Carson City, NV 89701
sospio@sos.nv.gov

Re: Public Records Act Request

Dear Public Information Officer:

Pursuant to the Nevada Public Records Act, N.R.S. Chapter 239, American Oversight makes the following request for records.

Requested Records

American Oversight requests that your office produce the following records within five business days:

1. All email communications (including emails, calendar invitations, and attachments thereto) between (a) any of the Secretary of State's office officials listed in Column A, below, and (b) any of the external parties listed in Column B, below.
2. All records reflecting the content of any meetings or calls between (a) any of the Secretary of State's office officials listed in Column A, below, and (b) any of the external parties listed in Column B, below, including any written communications about the meetings/calls, agendas, lists of attendees, minutes, summaries, handwritten notes, materials exchanged during the meetings/calls, and any preparatory or background materials prepared for any of the attendees/participants.
3. All text message chains/conversations or message chains/conversations on messaging applications similar in form to text messages (such as Signal, WhatsApp, Facebook Messenger, Twitter DMs, etc.) between (a) any of the Secretary of State's office officials listed in Column A, below, and (b) any of the external parties listed in Column B, below.

Column A: Secretary of State Officials	Column B: External Parties
i. Barbara Cegavske, Secretary of State, or anyone communicating on her behalf,	Office of Senator Lindsey Graham: i. Senator Lindsey Graham, or anyone communicating on his



<p>such as an assistant or scheduler</p> <ul style="list-style-type: none"> ii. Anyone serving as Chief of Staff to Secretary of State Cegavske iii. Scott Anderson, Chief Deputy Secretary of State iv. Wayne Thorley, Deputy Secretary of State for Elections 	<p>behalf (such as an assistant or scheduler)</p> <ul style="list-style-type: none"> ii. Richard Straus Perry, Chief of Staff iii. Matt Rimkunas, Deputy Chief of Staff iv. Nick Myers, Senior Counsel v. Scott Graber, Counsel vi. Kevin Bishop, Communications Director vii. Alice James, Scheduler viii. Anyone communicating from an email address ending in @lgraham.senate.gov ix. Anyone serving on the Senate Judiciary Committee or any of its subcommittees, including anyone with an email address ending in judiciary-rep.senate.gov <p>Team Graham, Inc.:</p> <ul style="list-style-type: none"> i. Scott Farmer, Campaign Manager ii. Thomas W. Arrighi, Communications Director iii. Mary Hollis McGreevy, Scheduler iv. Anyone communicating from an email address ending in @lindseygraham.com
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Please provide all responsive records from November 3, 2020, through the date your office receives this request.

Please consult with American Oversight on any fees the agency expects it may assess.

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

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. For instance, if the request seeks “communications,” please search all locations likely to contain communications, including relevant hard-copy files, correspondence files, appropriate locations on hard drives and shared drives, emails, text messages or other direct messaging systems (such as iMessage, WhatsApp, Signal, or Twitter direct messages), voicemail messages, instant messaging systems such as Lync or ICQ, and shared messages systems such as Slack.
- 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. N.R.S. § 239.010(3). If a request is denied in whole, please

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).

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.

Conclusion

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 accelerate release of responsive records to American Oversight, please also provide responsive material on a rolling basis.

We share a common mission to promote transparency in government. American Oversight looks forward to working with your agency on this request. If you do not understand any part of this request, please contact Khahilia Shaw at records@americanoversight.org or (202) 539-6507.

Sincerely,



Austin R. Evers
Executive Director
American Oversight