



March 30, 2021

**VIA EMAIL**

Public Records Coordinator  
Florida Senate  
404 South Monroe Street  
Tallahassee, FL 32399  
[publicrecordsrequests@flsenate.gov](mailto:publicrecordsrequests@flsenate.gov)

Senator Dennis Baxley  
322 Senate Building  
404 South Monroe Street  
Tallahassee, FL 32399  
[Baxley.dennis.web@flsenate.gov](mailto:Baxley.dennis.web@flsenate.gov)

**Re: Public Records Request**

Dear Public Records Officers:

Pursuant to Article I, section 24(a), of the Florida Constitution, and Florida Senate Rule 1.48, American Oversight makes the following request for records.

**Requested Records**

American Oversight requests that your offices promptly produce the following:

All email communications (including emails, email attachments, complete email chains and calendar invitations) sent by the individuals listed in Column A below that contain any of the key terms listed in Column B below:

| Column A: Office of Senator Baxley  | Column B: Key Terms   |
|---|---|
| i. Sen. Dennis Baxley, and anyone on his staff communicating on his behalf, including schedulers and assistants | i. "drop box"<br>ii. "dropbox"<br>iii. "drop boxes"<br>iv. "dropboxes"                |
| ii. Matthew McClain, Legislative Assistant  | v. "vote-by-mail"<br>vi. "vote by mail"   |
| iii. Debbie Dennis, Legislative Assistant   | vii. "voting by mail"<br>viii. VBM  |
| iv. Sharon Nehring, Legislative Assistant   | ix. "SB 90"<br>x. "Senate Bill 90"<br>xi. "S.B. 90"<br>xii. Cruz<br>xiii. Engelbrecht |



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|--|---|
|  | xiv. TTV                                      |
|  | xv. “True the Vote”                           |
|  | xvi. “Christian Adams”                        |
|  | xvii. Churchwell                              |
|  | xviii. PILF                                   |
|  | xix. “Public Interest Legal<br>Foundation”    |
|  | xx. Spakovsky                                 |
|  | xxi. Heritage                                 |
|  | xxii. Cleta                                   |
|  | xxiii. FreedomWorks                           |
|  | xxiv. “Conservative<br>Partnership Institute” |
|  | xxv. CPI                                      |

In an effort to accommodate your offices and reduce the number of potentially responsive records to be processed and produced, American Oversight has limited its request to emails sent by Senator Baxley and his staff. To be clear, however, American Oversight still requests that complete email chains be produced, displaying both sent and received messages. This means, for example, that both Senator Baxley’s response to an email from containing a specified term and the initial received message are responsive to this request and should be produced.

Please provide all responsive records from January 1, 2021 through March 2, 2021.

Please notify American Oversight of any anticipated fees or costs in excess of \$100 prior to incurring such costs or fee.

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.<sup>1</sup>

We share a common mission to promote transparency in government. American Oversight looks forward to working with your office on this request. If you do not understand any part of this request, have any questions, or foresee any problems in fully

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<sup>1</sup> American Oversight currently has approximately 15,700 page likes on Facebook and 106,000 followers on Twitter. American Oversight, Facebook, <https://www.facebook.com/weareoversight/> (last visited Mar. 25, 2021); American Oversight (@weareoversight), Twitter, <https://twitter.com/weareoversight> (last visited Mar. 25, 2021).

releasing the requested records, please contact Christine Monahan at [records@americanoversight.org](mailto:records@americanoversight.org) or (202) 869-5244.

Sincerely,

/s/ Christine Monahan

Christine Monahan  
on behalf of  
American Oversight