



October 4, 2021

**VIA EMAIL**

North Carolina State Board of Elections  
PO Box 27255  
Raleigh, NC 27611-7255  
[elections.sboe@ncsbe.gov](mailto:elections.sboe@ncsbe.gov)

**Re: Public Records Act Request**

Dear Public Records Custodian:

Pursuant to the North Carolina Public Records Act, as codified at North Carolina General Statutes ch. 132, American Oversight makes the following request for records.

**Requested Records**

American Oversight requests that the North Carolina State Board of Elections produce the following records as promptly as possible:

All email communications (including emails, email attachments, calendar invitations, and calendar invitation attachments) between (a) any member or staff of the North Carolina State Board of Elections, listed below, and (b) any member or staff of the North Carolina General Assembly, listed below (including, but not limited to, at the listed email addresses).

North Carolina State Board of Elections:

- i. Damon Circosta
- ii. Stella Anderson
- iii. Jeff Carmon
- iv. Stacy "Four" Eggers IV
- v. Tommy Tucker
- vi. Karen Brinson Bell

North Carolina General Assembly

- i. Senate President Pro Tempore Phil Berger ([Phil.Berger@ncleg.gov](mailto:Phil.Berger@ncleg.gov))
- ii. Legislative Assistant Robin Braswell ([Robin.Braswell@ncleg.gov](mailto:Robin.Braswell@ncleg.gov))
- iii. Senator Bob Steinburg ([Bob.Steinburg@ncleg.gov](mailto:Bob.Steinburg@ncleg.gov))
- iv. Legislative Assistant Edward Stiles ([Edward.Stiles@ncleg.gov](mailto:Edward.Stiles@ncleg.gov))
- v. Senator Warren Daniel ([Warren.Daniel@ncleg.gov](mailto:Warren.Daniel@ncleg.gov))
- vi. Legislative Assistant Andy Perrigo ([Andy.Perrigo@ncleg.gov](mailto:Andy.Perrigo@ncleg.gov))
- vii. House Speaker Tim Moore ([Tim.Moore@ncleg.gov](mailto:Tim.Moore@ncleg.gov))
- viii. Legislative Assistant Grace Irvin ([Grace.Irvin@ncleg.gov](mailto:Grace.Irvin@ncleg.gov))
- ix. Representative George Cleveland ([George.Cleveland@ncleg.gov](mailto:George.Cleveland@ncleg.gov))
- x. Legislative Assistant Pamela Ahlin ([Pamela.Ahlin@ncleg.gov](mailto:Pamela.Ahlin@ncleg.gov))



- xi. Representative Destin Hall ([Destin.Hall@ncleg.gov](mailto:Destin.Hall@ncleg.gov))
- xii. Legislative Assistant Lucy K. Harrill ([Lucy.Harrill@ncleg.gov](mailto:Lucy.Harrill@ncleg.gov))
- xiii. Representative Jeff McNeely ([Jeffrey.McNeely@ncleg.gov](mailto:Jeffrey.McNeely@ncleg.gov))
- xiv. Legislative Assistant Barbara Gaiser ([Barbara.Gaiser@ncleg.gov](mailto:Barbara.Gaiser@ncleg.gov))
- xv. Representative Keith Kidwell ([Keith.Kidwell@ncleg.gov](mailto:Keith.Kidwell@ncleg.gov))
- xvi. Legislative Assistant Joy Albright ([Joy.Albright@ncleg.gov](mailto:Joy.Albright@ncleg.gov))
- xvii. Representative Bobby Hanig ([Bobby.Hanig@ncleg.gov](mailto:Bobby.Hanig@ncleg.gov))
- xviii. Legislative Assistant Wes Householder ([Wes.Householder@ncleg.gov](mailto:Wes.Householder@ncleg.gov))

Please provide all responsive records from January 1, 2021, through the date the search is conducted.

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

### **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.<sup>1</sup>
- 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. Records of official business conducted using unofficial systems or stored outside of official files are subject to the Public Records Act.<sup>2</sup>

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<sup>1</sup> N.C. Gen. Stat. Ann. § 132-1(a) (public records consist of documentary material “regardless of physical form or characteristics.”).

<sup>2</sup> See Atty. Gen. Josh Stein, *North Carolina Open Government Guide* at 22 (2019), <https://ncdoj.gov/download/141/files/17891/2019-open-government-guide> (“Emails

- 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.

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.

### **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>3</sup>

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

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about official business are public records even if they are sent using the personal email account of an employee or official.”).

<sup>3</sup> American Oversight currently has approximately 15,640 page likes on Facebook and 108,300 followers on Twitter. American Oversight, Facebook, <https://www.facebook.com/weareoversight/> (last visited Sept. 20, 2021); American Oversight (@weareoversight), Twitter, <https://twitter.com/weareoversight> (last visited Sept. 20, 2021).

understand any part of this request, please contact Zachery Morris at [records@americanoversight.org](mailto:records@americanoversight.org) or (202) 897-4213.

Sincerely,

/s/ Zachery Morris  
Zachery Morris  
on behalf of  
American Oversight