



August 16, 2022

VIA EMAIL

Public Information Liaison
Arizona Department of Administration
100 North 15th Avenue, Suite 401
Phoenix, Arizona 85007
Megan.rose@azdoa.gov

Re: Public Records Request

Dear Public Records Officer:

Pursuant to the Arizona Public Records Law, A.R.S. §§ 39-121 et seq., American Oversight makes the following request for records.

Requested Records

American Oversight requests that the Department of Administration promptly produce the following records:

1. A complete copy (including any attachments) of any contract, sub-contract, amendment, memorandum of understanding, or other written agreement regarding external entities providing services related to the Arizona state government program that buses migrants from the southern border to Washington, D.C.¹
2. Records reflecting the expenses and costs incurred for the program that buses migrants from the southern border to Washington, D.C.
3. Any records reflecting the number of children under the age of 18 or pregnant people that have traveled by bus as part of the state program that transports migrants from the southern border to Washington, D.C.
4. A complete copy (including any attachments) of any formal or informal guidance, directives, memoranda, or other policy and procedure documents

¹ If further identifying information is needed, please see reporting related to the program. Dan Carson, *Arizona Begins to Quietly Bus Migrants to Washington, D.C., Mirroring Texas Program*, Chron (updated May 13, 2022, 2:22 PM), <https://www.chron.com/politics/article/Arizona-migrant-buses-Doug-Ducey-Texas-Greg-Abbott-17170786.php>.



issued to any government agencies or private entities involved in the program that buses migrants from the southern border to Washington, D.C., including, but not limited to:

- a. Directives, guidance documents, or agreements related to obtaining consent from migrants to be transported by bus to Washington, D.C.
 - b. Guidelines for providing essential services, such as food, water, and medical care to people on buses to Washington, D.C.
 - c. Protocols for mitigating the spread of Covid-19 on buses to Washington, D.C., including, but not limited to, social distancing guidelines, procedures for distributing masks and hand sanitizer, or providing Covid-19 testing to program participants
 - d. Any other directives related to the planning, preparation, and execution of the program
5. Any formal or informal complaints received by the Arizona Department of Administration related to the program that buses migrants from the southern border to Washington, D.C., including, but not limited to, complaints received from migrants and/or organizations or individuals communicating on their behalf.

American Oversight does not object to the redaction of names, phone numbers, or other personally identifying information contained in any complaint.

Please provide all responsive records from May 1, 2022, through the date the search is conducted.

Statement of Noncommercial Purpose

This request is made for noncommercial purposes. American Oversight seeks records regarding the Arizona state government program that buses migrants from the southern border to Washington, D.C.² Records with the potential to shed light on this matter would contribute significantly to public understanding of operations of the government, including governing procedures and costs associated with the busing program.

Because American Oversight is a 501(c)(3) nonprofit, this request is not in American Oversight's financial interest and is not made for a commercial purpose. American Oversight's mission is 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

² Stacey Barchenger, *Arizona is Busing Migrants Out of the State to Washington, D.C., Following the Lead of Texas*, Ariz. Republic (updated July 20, 2022, 9:55 AM), <https://www.azcentral.com/story/news/politics/arizona/2022/05/11/asylum-seekers-arizona-offered-bus-rides-yuma-d-c-ducey/9737663002//>

materials it gathers available on its public website and promotes their availability on social media platforms, such as Facebook and Twitter.³

Because this request is made for noncommercial purposes, American Oversight requests that any fees charged in connection with processing this request be limited to copying and postage charges, if applicable.⁴ Please notify American Oversight of any anticipated fees or costs in excess of \$100 prior to incurring such costs or fees.

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.

³ American Oversight currently has approximately 16,000 followers on Facebook and 118,700 followers on Twitter. American Oversight, Facebook, <https://www.facebook.com/weareoversight/> (last visited Aug. 4, 2022); American Oversight (@weareoversight), Twitter, <https://twitter.com/weareoversight> (last visited Aug. 4, 2022).

⁴ A.R.S. § 39-121.01(D)(1); *see also Hanania v. City of Tucson*, 128 Ariz. 135, 624 P.2d 332 (Ct. App. 1980). Furthermore, because this request is for noncommercial purposes, additional fees provided for under A.R.S. § 39-121.03(A) are not applicable and should not be assessed.

- 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.
- If any records are withheld in full or in part, pursuant to A.R.S. § 39-121.01(D)(2), please provide an index of records or categories of records that have been withheld and the reasons the records or categories of records have been withheld.
- 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.

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,

/s/ Khahilia Shaw
Khahilia Shaw
on behalf of
American Oversight