



December 18, 2023

VIA EMAIL

Josh Lehman
Transparency Officer
Iowa Board of Regents
11260 Aurora Avenue
Urbandale, IA 50322
josh.lehman@iowaregents.edu

Re: Public Records Request

Dear Mr. Lehman:

Pursuant to the Iowa Public Records Law, Iowa Code, Ch. 22, American Oversight makes the following request for records.

Requested Records

American Oversight requests that the Iowa Board of Regents produce the following records promptly, or as soon as feasible:

All email communications (including emails, complete email chains, calendar invitations, and attachments thereto) sent by any of the officials listed below or anyone communicating on their behalf, such as an assistant or scheduler, and containing any of the following key terms, also listed below:

Iowa Board of Regents Officials:

- i. Board President Michael Richards
- ii. Regent Greta Rouse
- iii. Regent Nancy Boettger
- iv. Regent Milt Dakovich
- v. Regent David Barker
- vi. Regent Jim Lindenmayer
- vii. Executive Director Mark Braun
- viii. Chief Government Relations Officer Keith Saunders
- ix. Chief Academic Officer Rachel Boon

Key Terms:

- i. DEI
- ii. "D.E.I."
- iii. "diversity equity"
- iv. "diversity, equity"
- v. "House File 616"
- vi. "HF 616"
- vii. "Senate File 560"



- viii. "SF 560"
- ix. "SB 266"
- x. "Senate Bill 266"
- xi. "SB 17"
- xii. "Senate Bill 17"
- xiii. pronoun
- xiv. "Division V"
- xv. "Study Group"

In an effort to accommodate the Iowa Board of Regents and reduce the number of potentially responsive records to be processed and produced, American Oversight has limited this request to emails sent by any of the officials listed above or anyone communicating on their behalf and containing any of the above key terms. 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 a listed official's response to an email and the initial received message are responsive to this request and should be produced.

Please provide all responsive records from March 1, 2023, 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.¹ 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

¹ See Iowa Code § 22.1(3).

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 Law.²
- 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.

² See *Linder v. Eckard*, 152 N.W.2d 833, 835 (Iowa 1967) (“It is the nature and purpose of the document, not the place where it is kept, which determines its status” as a public record); *Chapter 22 Frequently Asked Questions*, Iowa Public Information Board, <https://ipib.iowa.gov/faq/if-email-report-or-other-document-composed-received-or-stored-my-personally-owned-electronic> (“If a government official or employee uses privately owned electronic devices or services, such as cell phones, computers, email accounts, smart phones, or such to conduct official government business, then the record generated is a public record.”).

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.com.³

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 Mehreen Rasheed at records@americanoversight.org or (202) 848-1320.

Sincerely,

/s/ Mehreen Rasheed
Mehreen Rasheed
on behalf of
American Oversight

³ American Oversight currently has approximately 16,000 followers on Facebook and 110,700 followers on Twitter.com. American Oversight, Facebook, <https://www.facebook.com/weareoversight/> (last visited Dec. 11, 2023); American Oversight (@weareoversight), Twitter.com, <https://twitter.com/weareoversight> (last visited Dec. 11, 2023).