



March 4, 2024

VIA EMAIL

Wyoming Secretary of State
122 West 25th Street, Herschler Building East
Suite 100
Cheyenne, WY 82002
SecOfState@wyo.gov

Re: Public Records Act Request

Dear Public Records Person:

Pursuant to the Wyoming Public Records Act, Wyo. Stat. §§ 16-4-201 *et seq.*, American Oversight makes the following request for records.

Requested Records

American Oversight requests that the Wyoming Secretary of State produce the following records within seven business days:¹

1. All email communications (including emails, email attachments, complete email chains, calendar invitations, and calendar invitation attachments) between (a) any of the Wyoming Secretary of State officials listed below, and (b) any of the external entities or individuals listed below (and anyone communicating on their behalf, including, but not limited to, at the listed email addresses and domains).

Wyoming Secretary of State Officials:

- i. Chuck Gray, Secretary of State
- ii. Jesse Naiman, Deputy Secretary of State
- iii. C.J. Young, Elections Division Director
- iv. Joe Rubino, General Counsel

External Entities and Individuals:

- a. Chad Houck (chad@chadhouck.com)
- b. Oparent (oparent.org)

2. All email communications (including emails, email attachments, complete email chains, calendar invitations, and calendar invitation attachments) sent

¹ To the extent the requested records are not available within seven business days, please provide an update at that time. *See* Wyo. Stat. §§ 16-4-202(b), (c)(i). Pursuant to the Wyoming Public Records Act, all records should be released no more than thirty calendar days “unless good cause exists preventing release.” *Id.* § 16-4-202(c)(iii).



by any of the Wyoming Secretary of State officials listed above in part 1 and containing any of the key terms listed below.

Key Terms:

- a. Houck
- b. Opearent
- c. Opearant

In an effort to accommodate your office and reduce the number of potentially responsive records to be processed and produced, American Oversight has limited part 2 of this request to emails sent by the specified individuals. However, American Oversight requests that complete email chains be produced, displaying both sent and received messages. This means that both an individual's response to an email and the initial received message are responsive to this request and should be produced.

- 3. A complete copy of any invoice from or payment to Chad Houck or Opearent, Inc.

For all parts of this request, please provide all responsive records from September 1, 2022, 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.
- 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.

- If a request is denied, please provide a written statement of the grounds for denial and, if applicable, state specifically why it is not reasonable to segregate portions of the record for release.²
- 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. 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.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

² See Wyo. Stat. § 16-4-203(e).

³ American Oversight currently has approximately 16,000 followers on Facebook and 111,400 followers on Twitter.com. American Oversight, Facebook, <https://www.facebook.com/weareoversight/> (last visited Feb. 12, 2024); American Oversight (@weareoversight), Twitter.com, <https://twitter.com/weareoversight> (last visited Feb. 12, 2024).

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