

**Subject:** Open Records Request :: P010391-041824  
**Date:** Monday, April 22, 2024 at 9:25:05 AM Eastern Daylight Time  
**From:** Columbia County Board of Commissioners  
**To:** AO Records

EXTERNAL SENDER

--- Please respond above this line ---

04/22/2024

RE: Open Records Request on 4/18/2024 for Department - Other - Board of Elections, Reference # P010391-041824

Dear Khahilia:

This letter is in response to your request for information to the Columbia County Board of Commissioners, dated and received in our office on 4/18/2024 4:58:03 PM. Information Requested:

"VIA ONLINE PORTAL

*Patrice Crawley, Open Records Officer  
Columbia County Board of Commissioners  
630 Ronald Reagan Drive, Building B  
Evans, GA 30809  
Via Online Portal*

*Re: Open Records Request*

*Dear Records Custodian:*

*Pursuant to the Georgia Open Records Law (O.C.G.A. §§ 50-18-70 et seq.), American Oversight makes the following request for records.*

*Requested Records*

*American Oversight requests that your office produce the following within three business days:*

*1. Records reflecting any formal or informal guidance, directives, analyses, or recommendations (including memoranda and other written records) provided to your office by any state or local offices, the General Assembly, or*

*independent experts, regarding the restriction or removal of absentee ballot drop boxes.*

*2. Records reflecting any actual or projected expenditures involved in restricting or removing absentee ballot drop boxes.*

*3. Records reflecting any formal or informal assessments, reports, or analyses prepared by your office, or otherwise provided to your office by independent experts, regarding any projected or actual impacts of the restriction or removal of absentee ballot drop boxes.*

*For all parts of this request, please provide all responsive records from March 1, 2023, through the date the request is received.*

*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.*

*☑ 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.*

*☑ 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 Open Records Act.*

*☑ 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. 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.*

*We share a common mission to promote transparency in government. American Oversight looks forward to working with you on this request. If you do not understand any part of this request, have any questions, or foresee any problems in fully releasing the requested records, please contact Khahilia Shaw at [records@americanoversight.org](mailto:records@americanoversight.org) or 202.539.6507.*

*Sincerely,*

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

Columbia County has reviewed its files and has determined we have no responsive documents associated with your request.

If you have any questions, or wish to discuss this further, you may contact me at 706.868.3379.

Sincerely,

Patrice R. Crawley  
County Clerk  
Board of Commissioners

To monitor the progress or update this request please log into the [Open Records Center](#).