



March 9, 2024

VIA EMAIL

Virginia Department of Elections
Washington Building, First Floor
1100 Bank Street
Richmond, VA 23219
foia@elections.virginia.gov

Re: Virginia Freedom of Information Act Request

Dear FOIA Officer:

Pursuant to the Virginia Freedom of Information Act, Va. Code Ann. § 2.2-3700, I, Heather Sawyer, a resident of Virginia, make the following request for records.

Requested Records

I request that the Virginia Department of Elections produce the following records within five working days:

1. Records identifying (a) the number of voter registration records flagged by comparing voter data with other states, (b) the number of voter registration records investigated by the Virginia Department of Elections as a result of comparing voter data with other states, (c) the number of voter registration records removed from Virginia voter rolls as a result of comparing voter data with other states, and (d) all supporting documentation or evidence provided prior to removing voter registrations from the voter rolls as a result of comparing voter data with other states.

This includes, but is not limited to, voter data sharing resulting from agreements signed with the District of Columbia Board of Elections, the Georgia Secretary of State, the Ohio Secretary of State, the South Carolina Election Commission, the Tennessee Secretary of State, and/or the West Virginia Secretary of State.

Such records may include, but are not limited to, logs, reports, lists, spreadsheets, charts, summaries, and/or memoranda. To the extent that this information is aggregated and maintained in a database or spreadsheet, American Oversight requests a printout from the database. American Oversight does not object to the redaction of names, addresses, or other personally identifying information from records responsive to this request.

2. Any final policies or procedures governing the review of any voter registration records flagged by comparing voter data with other states (including, but not

limited to, records concerning the process for reviewing flagged voters, and the criteria for determining whether a flagged voter registration is removed from the voter rolls).

This includes, but is not limited to, voter data sharing resulting from agreements signed with the District of Columbia Board of Elections, the Georgia Secretary of State, the Ohio Secretary of State, the South Carolina Election Commission, the Tennessee Secretary of State, and/or the West Virginia Secretary of State.

For both parts of this request, please provide all responsive records from August 23, 2023, through the date the search is conducted.

Please notify me 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, I provide 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. I 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.
- My 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 this request, this 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 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 me, please do not hesitate to reach out to my representative at the contact information listed below to discuss this request. I welcome an opportunity to discuss this request with you before you undertake your search or incur search or duplication costs. By working together at the outset, we 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 to the address listed below. Alternatively, please provide responsive material in native format or in PDF format on a USB drive. If it will accelerate release of responsive records, please also provide responsive material on a rolling basis.

Conclusion

We share a common mission to promote transparency in government. I look forward to working with your agency on this request. If you do not understand any part of this request, please contact Elizabeth Haddix at records@americanoversight.org or (252) 359-7424 ext. 1031.

Sincerely,

/s/ Anisha Hindocha
Anisha Hindocha