



June 26, 2024

VIA ONLINE PORTAL

Guilford County Schools
712 North Eugene St.
Greensboro, NC 27401
Via Online Portal

Re: Public Records Act Request

Dear Public Records Custodian(s):

Pursuant to the North Carolina Public Records Act, as codified at North Carolina General Statutes ch. 132, American Oversight makes the following request for records.

Requested Records

American Oversight requests that Guilford County Schools produce the following records as promptly as possible:

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:

Guilford County Schools Officials:

- i. Whitney Oakley, Superintendent
- ii. Jusmar Maness, Chief Academic Officer
- iii. Marshall Matson, Assistant Superintendent of Schools
- iv. Jose Oliva, Chief of Staff
- v. Anitra Wells, Deputy Superintendent of Instructional Leadership & Wellness

Key Terms:

- i. "Senate Bill 49"
- ii. SB49
- iii. "SB 49"
- iv. "Parents' Bill of Rights"
- v. "Parents Bill of Rights"
- vi. "age-appropriate instruction"
- vii. "age appropriate instruction"
- viii. Indoctrinate
- ix. Indoctrinating
- x. Indoctrination
- xi. "Divisive concept"



In an effort to accommodate Guilford County Schools 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 requests that complete email chains be produced, displaying both sent and received messages. This means 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 August 16, 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:

- 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 Public Records Act.¹
- 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

¹ See Atty. Gen. Josh Stein, *North Carolina Open Government Guide* at 22 (2019), <https://ncdoj.gov/wp-content/uploads/2020/01/2019-Open-Government-Guide-2.pdf> (“Emails about official business are public records even if they are sent using the personal email account of an employee or official.”).

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 X.com (formerly Twitter).²

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 Elizabeth Haddix at records@americanoversight.org or (252) 359-7424 ext. 1031.

Sincerely,

/s/ Elizabeth Haddix
Elizabeth Haddix
on behalf of
American Oversight

² American Oversight currently has approximately 16,000 followers on Facebook and 111,500 followers on Twitter.com. American Oversight, Facebook, <https://www.facebook.com/weareoversight/> (last visited June 10, 2024); American Oversight (@weareoversight), Twitter.com, <https://twitter.com/weareoversight> (last visited June 10, 2024).