

Gennie Diaz
Fayetteville, AR

March 20, 2025

VIA EMAIL

Arkansas Department of Finance and Administration
Office of Administrative Services
P.O. Box 2485
Little Rock, AR
oas@dfa.arkansas.gov

Re: Arkansas Freedom of Information Act Request

Dear Custodian of Records:

Pursuant to the Arkansas Freedom of Information Act of 1967, Ark. Code § 25-19-101, I make the following request for records. I, Gennie Diaz, a citizen of Arkansas, make the following request for records.

Requested Records

I request that your agency produce the following records within three (3) business days, pursuant to Ark. Code § 25-19-105(e):

1. Copies of any blank patient intake forms administered by any direct service providers operating under the Pregnancy Help Organizations Grant Program.
2. Copies of any operational manuals used by any direct service providers operating under the Pregnancy Help Organizations Grant Program.
3. Copies of any employee training manuals used by any direct service providers operating under the Pregnancy Help Organizations Grant Program.
4. Records regarding the attendance of any employee of a direct service provider operating under the Pregnancy Help Organizations Grant Program at any training conferences, including, but not limited to, conference registration, travel expenses, or cost reimbursements.
5. Records reflecting policies of any direct service providers operating under the Pregnancy Help Organizations Grant Program regarding the collection and/or storage of client data, including, but not limited to, any formal or informal directives, guidance documents, or written decisions concerning the collection and/or storage of client data.

For all parts of this request, please provide all responsive records from January 1, 2024, through the date the search is conducted.

Fee Waiver Request

In accordance with Ark. Code Ann. § 25-19-105, I request a waiver of fees associated with processing this request for records. Disclosure of the requested records is in the public interest because it will likely contribute to a better understanding of relevant government procedures by the general public in a significant way. Moreover, the request is primarily and fundamentally for non-commercial purposes.

I request a waiver of fees because disclosure of the requested information is in the public interest.¹ The public has a significant interest in the Arkansas Pregnancy Help Organizations Grant Program.² Records with the potential to shed light on this matter would contribute significantly to public understanding of operations of the government, including how state funding is allocated to the program. I am committed to transparency and intend to make records provided in response to this Arkansas FOIA request publicly available, and the public's understanding of the government's activities would be enhanced through publication of these records.

This request is primarily and fundamentally for noncommercial purposes. I am a resident of Arkansas with an interest in the allocation of state funding to the Arkansas Pregnancy Help Organizations Grant Program, and my request for these records has no commercial purpose.

Accordingly, I qualify for a fee waiver.

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.
- 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 Ark. Code Ann. § 25-19-105.

² See, e.g., Tess Vrbin, *Pregnancy Resource Centers Hope to Take Advantage of Doubled Arkansas Grant Fund*, Ark. Advocate (Oct. 28, 2024, 6:30 AM), <https://arkansasadvocate.com/2024/10/28/pregnancy-resource-centers-hope-to-take-advantage-of-doubled-arkansas-grant-fund/>.

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.

Conclusion

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 in response to this request, **please do not hesitate to make contact through American Oversight to discuss this request**, at the contact information below:

Elizabeth Haddix, American Oversight
Telephone: (252) 359-7424 ext. 1031
Email: records@americanoversight.org

We welcome 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, 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. 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.

We look forward to working with your agency on this request. **If you do not understand any part of this request, or if my request for a fee waiver is not granted in full, please make contact using the information listed below.**

Sincerely,

/s/ Gennie Diaz

Gennie Diaz