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April 27, 2017

BY FIRST CLASS MAIL & E-MAIL (DHS.PublicRecords@state.or.us)

Attn: Public Records Request Officer
Oregon Department of Human Services
Office of Communications
500 Summer Street NE, E-25
Salem, OR 97301

Re: *Public Records Act Request*

Dear Sir or Madam:

I am requesting the following records pursuant to the Public Records Act; references to “the Policy” refer to the policy published at http://www.oha.state.or.us/spd/tools//additional/ssam/03-08-16/VIII_NVRA_MAR%202017.htm:

1. A copy of Agreement No. 730-MCA029394-13.
2. A copy of the most recent transmittal of data from DMV to DHS, and vice versa.
3. A copy of any memoranda or policies related to voter registration beyond the Policy.
4. Any and all internal communications, including e-mails, relating to the Policy’s statement that “[e]very person, including those who are underage or otherwise perceived as ineligible, has the right to request and complete a voter registration form”.
5. A copy of “Voter Reg: Yes in Oregon ACCESS” as identified in the Policy.
6. Any estimate of the amount of staff time required for compliance with the Policy.
7. Any and all internal communications, including e-mails, relating to the Policy’s statement that “[t]he date stamp cannot include an agency or division name; the stamp must display the date only”.

8. Any and all internal communications, including e-mails, relating to the Policy's statement "[d]o not accept out of state identification".

9. Any and all internal communications, including e-mails, relating to the Policy's statement "[r]emove the declination section of the SEL 503, Voter Registration Card with Declination prior to handing or mailing the voter registration form to a consumer or applicant".

10. A copy of all Oregon voter declinations retained pursuant to section 3 of the Policy.

11. A copy of any and all documents identifying any individuals inside or outside of DHS who have previously received access to, or copies of, the retained declinations.

12. Any and all internal communications, including e-mails, relating to the Policy's statement:

"If a non-citizen asks to register to vote, the worker should in no way prevent or discourage them from completing a voter registration card, or tell the person they are not eligible. Treat and narrate voter registration requests from a non-citizen exactly the same as every other person who is a citizen.

"If a non-citizen turns in a completed voter registration card, the worker should in no way prevent or discourage their attempt to register, and should not tell the person they are not eligible. Treat and narrate their voter registration exactly the same as every other person who is a citizen."

13. Any and all records identifying any non-citizens who have attempted to register.

14. Any and all drafts of the Policy.

15. Any reports prepared pursuant to the policy or otherwise which reflect the total number of registrations provided to elections officials within the last three years, including but not limited to SEL 504 forms.

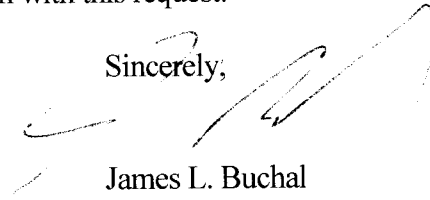
We would prefer to receive a copy of these records in electronic form by e-mail or CD, and would like them as soon as possible. It is our impression that the person most knowledgeable about these requests may be Ms. Karen Kaino.

Any cost estimate may be provided to me at the above address.

April 27, 2017

Thank you for your cooperation with this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'James L. Buchal', written over the word 'Sincerely,'.

James L. Buchal