

On behalf of Energy Policy Advocates (EPA), a non-profit public policy institute organized under the laws of the State of Washington and pursuant to the Maryland Public Information Act, G.P. §§ 4-101 - 4-601, please provide copies of the following records covering any time period during the years 2020 and 2021:

1. Any Lobbyist Registration Form, any Authorization to Lobby Form, and any Lobbying Activity Report, for the Chesapeake Climate Action Network, and/or for any representative of the Chesapeake Climate Action Network;
2. Any Lobbyist Registration Form, any Authorization to Lobby Form, and any Lobbying Activity Report, for the Center for Climate Integrity, and/or for any representative of the Center for Climate Integrity;
3. Any Lobbyist Registration Form, any Authorization to Lobby Form, and any Lobbying Activity Report, for the Institute for Governance & Sustainable Development, and/or for any representative of the Institute for Governance & Sustainable Development; and
4. Any correspondence transmitting any record responsive to the requests 1, 2 and/or 3 above, including also any attachments. We request entire “threads” of which any responsive electronic correspondence is a part, regardless of whether any portion falls outside of the above time parameter.

We understand that in some instances a public body may charge a fee for the cost of the search, examination, review, copying, separation of confidential from nonconfidential information, and mailing costs. If your Office expects to seek a charge associated with the searching, copying or production of these records, please provide an estimate of anticipated costs.

As noted earlier in this request, EPA is a non-profit public policy organization dedicated to informing the public of developments in the area of energy and environmental issues and relationships between governmental and non-governmental entities as they relate to those issues. EPA's ability to obtain fee waivers is essential to this work. EPA intends to use any responsive information to continue its work highlighting the nexus between interested non-governmental entities and government agency decision-making. The public is both interested in and entitled to know how regulatory, policy and enforcement decisions are reached. EPA ensures the public is made aware of its work and findings via media, its website epadvocates.org, its partnership with the non-profit public interest law firm Government Accountability & Oversight, P.C., and its counsel GAO's ClimateLitigationWatch.org project dedicated to broadly disseminating energy and environmental policy news and developments. The public information obtained by EPA have been relied upon by established media outlets, including the Washington Times and Wall Street Journal editorial page.¹

Energy Policy Advocates requests records on your system, e.g., its backend logs, and does not seek only those records which survive on an employee's own machine or account. We do not demand your office produce requested information in any particular form, instead we

¹ See also, EPA In the News at <http://epadvocates.org/news/>.

request records in their native form, with specific reference to the U.S. Securities and Exchange Commission Data Delivery Standards.² The covered information we seek is electronic information, this includes electronic *records*, and other public *information*.

To quote the SEC Data Delivery Standards, “Electronic files must be produced in their native format, i.e. the format in which they are ordinarily used and maintained during the normal course of business. For example, an MS Excel file must be produced as an MS Excel file rather than an image of a spreadsheet. ***(Note: An Adobe PDF file is not considered a native file unless the document was initially created as a PDF.)***” (emphases in original).

In many native-format productions, certain public information remains contained in the record (e.g., metadata). Under the same standards, to ensure production of all information requested, if your production will be de-duplicated it is vital that you 1) preserve any unique metadata associated with the duplicate files, for example, custodian name, and, 2) make that unique metadata part of your production.

Native file productions may be produced without load files. However, native file productions must maintain the integrity of the original meta data, and must be produced as they are maintained in the normal course of business and organized by custodian-named file folders. A separate folder should be provided for each custodian.

In the event that necessity requires your office to produce a PDF file, due to your normal program for redacting certain information and such that native files cannot be produced as they are maintained in the normal course of business, in order to provide all requested information each PDF file should be produced in separate folders named by the custodian, *and* accompanied

² <https://www.sec.gov/divisions/enforce/datadeliverystandards.pdf>.

by a load file to ensure the requested information appropriate for that discrete record is associated with that record. The required fields and format of the data to be provided within the load file can be found in Addendum A of the above-cited SEC Data Standards. All produced PDFs must be text searchable.

We look forward to your response. If you have any questions, do not hesitate to contact me by email at schilling@allhookedup.com

Sincerely,

Rob Schilling
Executive Director
Energy Policy Advocates