
REQUEST UNDER THE FLORIDA PUBLIC RECORDS LAW

January 22, 2019

City of St. Petersburg
Custodian of Public Records
Chan Srinivasa, City Clerk
P.O. Box 2842, St. Petersburg, FL 33731

By Electronic Mail: Chandrasahasa.Srinivasa@StPete.org

Dear Mr. Srinivasa:

On behalf of Energy Policy Advocates (EPA), a non-profit public policy institute, and pursuant to Article I, section 24 of the Florida Constitution, and chapter 119, F.S., please provide us within the statutorily permitted period of time copies of the public records described below, and its *accompanying information*,¹ including also any attachments:

- I. copies of all correspondence a) sent to or from (including also copying, whether as cc: or bcc:) i) jacqueline.Kovilaritch@stpete.org, and/or ii) kevin.king@stpete.org, which b) *also* are to, from or copy (again, whether as cc: or bcc:) any email address ending in i) @hbsslaw.com, ii) @earthrights.org, iii) @lsnpartners.com, and/or iv) @sheredling.com. Records responsive to this request will be *dated from October 1, 2018 through the date you process this request*, inclusive.
- II. Also please provide us within the statutorily prescribed time copies of all Common Interest Agreements, retainer agreements, engagement agreements, and/or fee agreements, entered into by the City or any of its offices in 2017 and/or 2018, and/or that were in effect at any time in 2017 and/or 2018, that have as a party any law firm that includes in its name: a) Edling b) Hagens, c) Pawa, and/or d) Bordas.

These terms are not case sensitive.

We request the entire thread in which any email responsive to the description in I appears regardless if portions of the thread(s) pre-date October 1, 2018.

Given the nature of the records responsive to this request, most should be in electronic format, and all should be readily converted into electronic format, and therefore there should be no photocopying costs but a \$3.00 charge per CD.

¹ See discussion of SEC Data Delivery Standards, *infra*.

If your office intends to seek any cost associated with the searching or processing of these records, however, please also notify me in writing immediately. Please provide an estimate of anticipated costs in the event that there are fees for processing this Request.

EPA 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 request records responsive to request number I 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 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.

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

We look forward to your timely response within a reasonable time, as required by law. If you have any questions, or would like to discuss this matter further, do not hesitate to contact me by email. I look forward to your timely response.

Sincerely,

A handwritten signature in black ink that reads "Matthew D. Hardin". The signature is written in a cursive style with a large, stylized "M" and "H".

Matthew D. Hardin
Executive Director, Energy Policy Advocates