

EQUITY

FORWARD

Equity Forward's Sunshine Guide:

**A Toolkit for State-Level Public
Records Research**

| info@equityfwd.org



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Preface

EQUITY FORWARD

Who We Are

Equity Forward, founded in 2017, is a watchdog project that seeks to ensure transparency and accountability among anti-reproductive health groups and individuals.

Our work is singular. We do not create policy, we do not provide legal defense and we do not engage in elections. Equity Forward's mission is to create a window into what opponents of reproductive health care are doing, operationally and tactically, in order to expose malfeasance, fraud, unethical practices and false information to hold these forces accountable. Equity Forward exists to not only conduct our own public information campaigns, but also to provide information and support to others in the reproductive health, rights and justice community so they may do the same.

How This Guide Came to Be

When Equity Forward first began conducting public records research, we focused almost exclusively on the federal government. To date, Equity Forward has filed more than 150 federal Freedom of Information Act (FOIA) requests seeking information on the harmful actions of Trump administration political appointees, with a focus on the Department of Health and Human Services (HHS). These requests have netted some fruitful information and provided insight into the connections and thinking about those who seek to curtail or eliminate reproductive health care access. At the same time, due to a lack of transparency from federal agencies under the Trump administration, the work is slow going, and the records are only released if we sue for production.

Following an onslaught of anti-abortion legislation and rhetoric across the United States in 2019, Equity Forward pivoted and applied our methods of public records requests to the state level, focusing first in eleven states that had passed abortion bans. We hypothesized that states would be more forthcoming, records would come more quickly and thus, be more timely. We were right. Soon after, we had received more

than 13,000 pages of state information that we were able to analyze, interpret and then share with allies in the states. It was a wealth of information and we knew that we needed to find a way to cover more ground.

At the same time, organizations that wanted to do records work began to approach us for support. They struggled with how to start, what the laws and guidelines were and what to do after the records arrived. Soon our role became clear. Equity Forward could share our knowledge on seeking records with state organizations and provide technical assistance in the form of training, tools and guidelines so the process on the ground is efficient and effective. We would serve as a resource for troubleshooting the process and for review and strategy after records emerge.

The final result is this publication, "Equity Forward's Sunshine Guide." With this guide, and Equity Forward's support, organizations have a concise and clear roadmap to file requests, overcome roadblocks and add a tool to their toolkit in order to run effective campaigns at the state level. We are thrilled to share it.

Disclaimer:

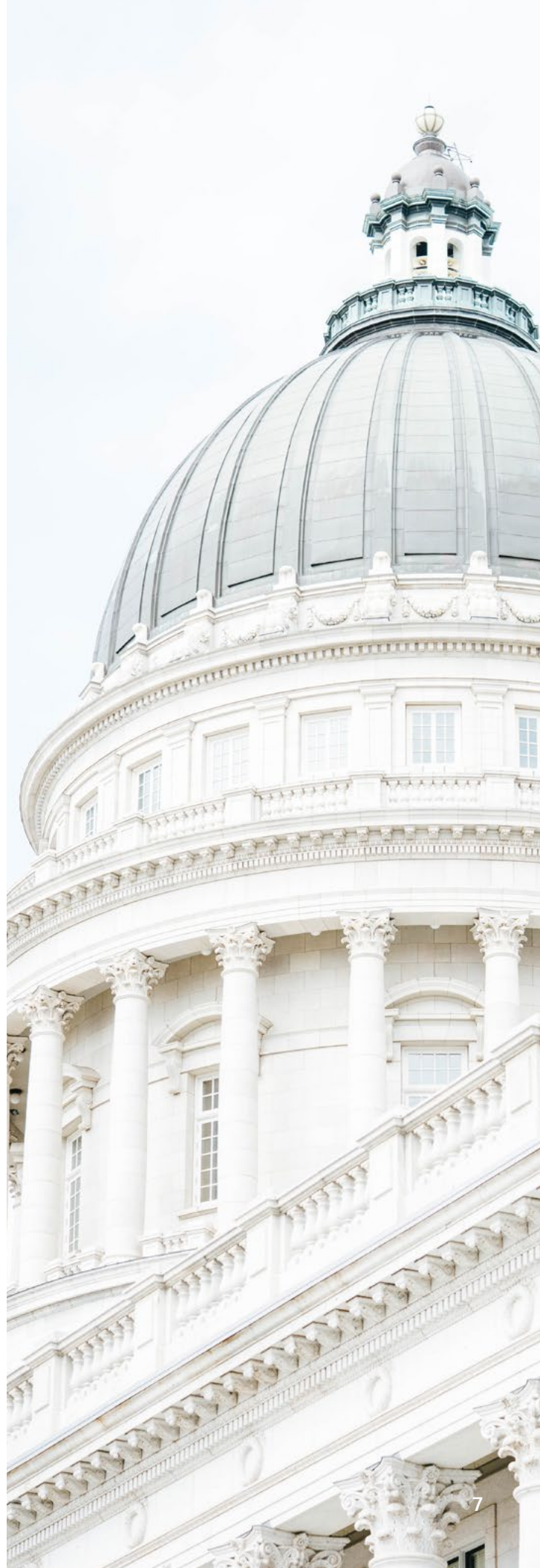
Equity Forward conducted the research for the content of this guide in March, April and May of 2020. All research and links in this guide were current and accurate as of May 2020. This guide is for informational purposes and does not constitute legal support. Please contact an attorney if you need legal advice regarding any of the material discussed in this guide.

Public Records Research: Why Do It?

Public records research is an extremely valuable tool for government oversight and accountability. Used by investigative reporters, watchdog organizations and policy analysts, public records requests are available to all citizens of the United States.

Public records requests are a valuable research tool that many issue advocacy organizations proactively use; historically, however, reproductive health, rights and justice groups have not done so. We believe that public records research can provide our movement with rich information critical to achieving our goals.

The public records that Equity Forward has obtained have provided us with valuable information — in the form of original, primary-source resource documents — about the influence of anti-abortion organizations on state-level anti-reproductive rights legislation, coordination between federal and state health departments on Title X applications, and oversight of states' crisis pregnancy center networks. Below are just a few examples of some of Equity Forward's successful state-level public records work that illustrate how useful this research tool can be for other advocacy groups in the reproductive space and beyond.



Examples of Success from Equity Forward's State-Level Public Records Research

Equity Forward Public Records Revealed Ohio Legislator Drafted Anti-Abortion Bill Based on a 1917 Study — Legislator Consequently Had to Admit He Was Wrong

In May 2019, Equity Forward sought to understand the level of influence that anti-abortion organizations had over [Ohio HB 182](#), a bill prohibiting insurance for abortion services. EF therefore requested correspondence between Ohio State Rep. John Becker, who sponsored the legislation, and anti-abortion organizations, including Ohio Right to Life, Faith2Freedom, and Americans United for Life, as well as correspondence related to the bill.

In June 2019, we received public records revealing that the bill — which would allow insurance to cover a medically unproven procedure for an ectopic pregnancy — was based on two anecdotal medical studies, including one from 1917. The studies had been supplied to Rep. Becker by an anti-abortion lobbyist.

Equity Forward reached out to press contacts with the findings from our public records, which were then covered in subsequent months by outlets including the [Ohio Dispatch](#). Rep. Becker had to admit that he hadn't researched ectopic pregnancies prior to sponsoring the bill. He told [Business Insider](#), "If the medical journals are not correct, then the profession should get those articles retracted." As of April 2020, the bill has not moved past its original May 2019 committee hearing.

In June 2019, we received public records revealing that the bill [...] was based on two anecdotal medical studies, including one from 1917.

Equity Forward Public Records Revealed a Missouri Extremist Group Worked Closely with State Legislators and Filed Baseless Complaints to The Missouri Attorney General

In June 2019, Equity Forward was looking for information to further substantiate [reporting](#) that Missouri legislators were working hand-in-hand with anti-abortion groups to try to close the state's last remaining abortion clinic, a Planned Parenthood in St. Louis. EF therefore sent a request for communications between an anti-abortion legislator, Missouri State Rep. Ron Hicks, and

numerous anti-abortion groups, including the Susan B. Anthony List and Team PLAY. EF received records that month demonstrating that Rep. Hicks had solicited help from SBA List on anti-abortion legislation. SBA List consequently connected Hicks with Team PLAY, advising them to coordinate shutting down abortion clinics — using dubious reporting data. EF sent another request to the Missouri attorney general requesting complaints filed by Team PLAY. We promptly received records demonstrating that at least one such complaint filed by Team PLAY was denied by the attorney general’s office.

Equity Forward supplied press contacts with our records, which were used in coverage of the story by [Ms. Magazine](#). The Ms. Magazine article also noted that a state health department official who inspected the St. Louis Planned Parenthood felt pressure from anti-abortion legislators and “hard-core pro-life folks” to find violations at the clinic.

A state health department official who inspected the St. Louis Planned Parenthood felt pressure from anti-abortion legislators and “hard-core pro-life folks” to find violations at the clinic.

Equity Forward Public Records Revealed Arizona State Legislators Were Given Vaccine Disinformation by Right-Wing Groups to Push Anti-Vax Legislation

In July 2019, Equity Forward sought communications between Arizona State Rep. Nancy Barto and right-wing groups, including the Center for Arizona Policy (CAP). EF wanted to understand the degree of influence that outside

We received records demonstrating [...] right-wing groups had supplied Rep. Barto with vaccine disinformation to fuel anti-vax bills.

organizations such as CAP had over anti-abortion legislation in the Arizona State House. Rep. Barto is often a sponsor of such bills. We received [records](#) demonstrating that these right-wing groups had supplied Rep. Barto with vaccine disinformation to fuel anti-vax bills. All of this unfolded just before the 2019 measles outbreak.

Equity Forward published the records [online](#), which was referenced in the Arizona Capitol Times in its reporting on the influence of various right-wing groups fueling anti-vax legislation in the state. While none of the [three anti-vax bills](#) made it out of the Arizona Health and Human Services Committee for a floor vote, the public campaigns driven by anti-vax (and anti-abortion) extremists had made their way into the public discourse and [contributed to a public health crisis](#) — demonstrating the ongoing need for oversight work using tools such as public records requests.

How to Write a Public Records Request Letter

The following is a public records request letter that Equity Forward sent to the state of Arizona in July 2019.

This sample letter includes the following key components, which a records request letter should comprise:

- Be addressed and sent to the appropriate public records officer
- Cites the applicable public records request law — in most cases, this is the public records law; if you seek minutes from a meeting, you should include the open meetings law, if different from the former
- Identifies custodians for whom records are being requested, including e-mail domains for outside organizations
- Specifies a time period for which the records are being requested
- Defines the type of records being requested — in this case, “correspondence”
- Requests a fee waiver as a non-profit educational organization
- Requests a legal explanation should the request be denied
- Contact information for who/where the records should be sent

A template for this type of records request letter can be found in the “Toolkit: Templates for Download” section of this guide.

Sample Public Records Request Letter

EQUITY FORWARD

July 18, 2019

Arizona House of Representatives Public Records Counsel
Justin Riches
1700 West Washington Street
Phoenix, AZ 85007-2890
602-926-4856
jriches@azleg.gov

Re: Open Records Request

Dear Public Records Counsel:

Pursuant to the state open records law Ariz. Rev. Stat. Ann. Secs. 39-121 to 39-122, Equity Forward requests access to and copies for all correspondence (as defined below) between Rep. Nancy Barto and the outside groups and individuals listed below dated from July 1, 2018, until the day this request is fulfilled.

“Correspondence” should include but not be limited to: e-mails, e-mail attachments, text messages, telephone call logs, calendar invitations/entries, meeting notices, meeting agendas, informational material, talking points, any handwritten or electronic notes taken during any responsive communications, summaries of any responsive communications, or other materials reflecting communications sent to, from or carbon copying (CC) all relevant individuals.

Outside Groups/Individuals

Center for Arizona Policy (e-mails ending in @azpolicy.org)

- Cathi Herrod, President
- Chris St. John, Vice President
- Michael Clar, Vice President
- Dave Lambert, Chair
- Carol Lambert, Chair
- Judy Huber, Board of Directors
- Kent Bunger, Board of Directors
- Shelley Bunger, Board of Directors
- Greg Fraley, Board of Directors

- Gina Fraley, Board of Directors
- Peter Gentala, Board of Directors
- Allison Gentala, Board of Directors
- John Rang, Board of Directors
- Sheena Rang, Board of Directors
- Jay Snyder, Board of Directors
- Diana Snyder, Board of Directors

Fee Waiver Request

Equity Forward requests a waiver of fees because disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of government operations and is not primarily in the commercial interest of the requester. The disclosure of the information sought under this request will document and reveal the operations of the government, including how public funds are spent and how officials conduct the public's business.

This request is for non-commercial purposes. As a project of a 501(c)(3) organization, Equity Forward does not have a commercial purpose, and the release of the information requested is not in Equity Forward's financial interest. Equity Forward will use the information gathered through this request to educate the public through reports, press releases or other media. Accordingly, Equity Forward qualifies for a fee waiver.

Conclusion

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the law. Additionally, if any documents are withheld based on the interpretation of any exemption, I request that you provide an index of all denied documents. Please also inform me costs associated with this request will exceed \$200.

If possible, I would prefer to receive this information electronically via e-mail at macarter@equityfwd.org. If you have questions or need additional information, please feel free to call me at (678) 827-1731.

Please mail any responses to the following address:

Mary Alice Carter
Equity Forward
902 Broadway, 7th Floor
New York, New York 10010

Thank you for your assistance.

Sincerely,



Tracking Public Records

Equity Forward highly recommends maintaining a spreadsheet to track your records. When fulfilling records requests, many agencies will not include your original request as an attachment and instead might reference a date on which your request was sent or a tracking number they have assigned the request. In particular, if you have sent or plan on sending multiple requests to the same custodian, keeping track of information that you can use to identify which record is being referenced/responded to is incredibly important.

A formatted spreadsheet can be found in the "Toolkit: Templates for Download" section of this guide.

For each request, the spreadsheet should track:

- Date the request was sent
- Description of request, including custodians involved
- Any tracking number supplied by the custodian
- Agency/department/entity request was sent to
- State
- Notes tracking correspondence
- Date records were received
- Date records were reviewed
- Key findings from records

The spreadsheet should also link to folders, including:

- Public records requests
- PDFs of e-mail correspondence with public records officers
- Invoices (if applicable)
- Public records received
- Public records reports, once the records have been analyzed



Why, How, and When to Follow Up

Follow up with public records officers based on the time frame in which states' laws require them to initially respond. If the state in question does not have a designated compliance window, follow up within 1-2 weeks. Repeat this process as public records officers update you on search progress (they will often give an estimated time frame in which they can complete your request).

Public records officers will sometimes call you upon the receipt of a public records request that needs to be narrowed. Working with them to narrow the scope of your request will help to obtain the records you need in a timely manner. It would be to your benefit to develop personal relationships with public records officers for the purpose of future requests. Be polite and kind, even in states with administrations that may be hostile to your work — in Equity Forward's experience, most of these public records officers are career officials just trying to do their jobs, which is to help you.

Obstacles and How to Deal with Them

Narrowing Request Scopes

One of the most common reasons why you may be denied or delayed in getting the records you requested is that the scope of your request was too broad. Work with the public records officer to narrow your request by:

- Limiting the time frame of the records you are seeking to a year or less
- Providing e-mail addresses or at least an e-mail domain name for the custodians in your request
- Exclude mass e-mails and newsletters from your search
- Limiting the keywords you may be using in your search

Fees

Fees for public records requests vary widely by state; some have specific pricing regulations, while others do not. Many public records officers will work with you to get you the public records you have requested at little to no cost. Others will send estimated invoices for hundreds of dollars. Importantly, you should be quoted a price for the records and given a chance to tell the public records officer to proceed with your search before they do so. Narrowing requests is one way to bring down the cost of records. We also suspect that some states may be friendlier to requests that originate in-state, so it is worth checking in with Equity Forward and other partner groups to see whether you might work together to obtain records at a more reasonable price (or for free).

Exemptions

Each state's public records laws have different exemptions regarding the types of records that are not subject to public records requests. Common examples of exemptions are personal information or any matters that are currently involved in active litigation. You should therefore review the law at hand (linked below under each state; we have also noted cases in which entire branches or agencies are exempt). If you believe your request has been wrongfully designated as exempt from public records, you can file for a public records violation or seek legal advice.

Violations

In the event that you believe a public body has violated a state's public records laws (for example, perhaps a public records officer is withholding records that you believe are subject to public records law), you can then contact the state attorney general's public records officer (or other designated custodian, such as an ombudsman) who would then investigate the alleged violation.

Litigation

If you find that you are being denied records outright, please seek legal advice and/or reach out to Equity Forward for advice on handling public records litigation.

Reviewing Records Received

Equity Forward recommends compiling a “public records report” with any notable findings from your records. These records can be hundreds or even thousands of pages long; therefore, it is extremely helpful to maintain a shorter report that pulls out the most important information from the records. These reports should include:

- Links to the original request and the date it was sent
- Links to the records received and the date you got them
- Highlights of notable findings
- A more in-depth findings section, including:
 - Screenshots of any particularly notable portions of the request as well as the page number on which it can be found in the original records production
 - Background research on any custodians, legislation or important findings

These records reports are extremely helpful for sharing with partners and reporters, as well as drafting any written products later, such as press releases or campaign materials. Examples of public records that Equity Forward has received, as well as public records reports analyzing them, can be found [here](#).

A template for this type of public records report can be found in the “Toolkit: Templates for Download” section of this guide.

How to Use Findings from Public Records Research

As exhibited in the above “Examples of Equity Forward’s State-Level Public Records Research That Worked” section, you should work with reporters to provide them with your public records and analysis if you believe they will benefit the public. You can also use the information you find to develop public campaigns to directly educate the public about restrictions and legislation in your state. You can, of course, directly publish the records — which are public information once they have been sent to you — and your analysis of said records on your website or publication as well. Equity Forward has done that in the case of [public records related to state abortion bans](#), for example.

We also encourage you to work with partner organizations to coordinate responses to public records research. Equity Forward is happy to serve as a resource and partner on this front as well.

Toolkit:

Templates for Download

Request Letter Template

A public records request letter template, which you can fill in with the appropriate information, is available for download [here](#).

Tracking Spreadsheet Template

A public records tracking spreadsheet template, which you can fill out and use to track the progress of your public records requests and productions, is available for download [here](#).

Report Template for Reviewing Records

A public records report template to aid you in reviewing any records you receive — and organizing your findings — is available for download [here](#).

Additional State FOIA Resources

Below are several websites that can provide you with additional information on your public records research.

National Freedom of Information Coalition

[Lists each state's FOIA/open records laws](#)

Muck Rock

[Tracks average response time for state responses to public records](#)

Digital Media Law Project

Provides information on obtaining public open meetings and records requests from [state governments](#) and the [federal government](#)

State-Specific Submission Guidelines

This guide outlines each state's public records laws as well as notes and submission guidelines for the state's governor, attorney general, legislature and health department as of April 2020.

A few notes outlining the methodology, organization and sections of the below guide:

State-By-State Guide to Records Laws and Contacts

Each state has different public records laws and processes. Some states provide easily obtainable contact information for public records officers, but most do not. We have therefore compiled the public records laws and contact information for public records officers in numerous public bodies for each state.

Open Meetings vs. Open Records Laws

Most states have two public records laws: 1) an Open Meetings law for requesting information from a meeting run by government officials; and 2) an Open Records law for requesting any written information between government officials/entities. In some cases, these two jurisdictions are covered by one law. Each state-by-state case has been covered by the below guide; please make sure the appropriate law is referenced in your public records request letter based on which type of record you are trying to obtain.

Electronic Submission

Unless otherwise noted (in the cases of portals or mail-only systems), requests can be sent via e-mail. If e-mail addresses are not noted, we have tried to provide phone numbers where electronic submission information can be obtained.

Exempted Entities

In some states, legislative and/or judicial branches of government (or other entities) are exempted from public records laws (while other public entities are not). We have noted the exemptions for legislative and judicial branches below.

Individualized vs. Bundled Requests to Legislators

Many states allow public records requests to be made to the state legislature as a whole or to either the House or the Senate for multiple elected officials, although some states require requests to be sent to individual elected officials' offices. In the latter case, we have noted this information where we have it.

We Focused on Health Departments, but All Agencies Are Subject to Public Records

Given Equity Forward's focus on reproductive health, we have included information on state health departments below. Please note that other state agencies are also subject to public records requests; if you search that agency's website, you should find information on submitting — or at the very least, a public information phone number you can call and ask.

Sources

This guide was compiled using information from (and cross-checked between):

- Equity Forward's experiences filing public records requests
- Conversations and communication directly with public records offices
- Individual state agency/entity websites
- [Muck Rock](#)
- [National Freedom of Information Coalition](#)

Wherever possible, state-level groups and resources have been included for further reference.



Alabama

Public Records Laws

- Alabama Open Meetings Law ([Al. Code §36-25A-1 et seq.](#))
- Alabama Open Records Act ([Al. Code § 36-12-40 et seq.](#))

Notes

- Alabama can block out-of-state requestors.
- There is no language in the law that specifies how long the state has to respond to a public records request.

Governor

Public Records Liaison
Office of the Governor
600 Dexter Avenue, Room N-103
Montgomery, AL 36130
openrecords@governor.alabama.gov

Attorney General

Open Records Officer
Office of the Attorney General
501 Washington Ave
Montgomery, AL 36104
constituentaffairs@ago.state.al.us

Health Department

Pamela Kendrick
Privacy Officer
Alabama Department of Public Health
P.O. Box 303017
Montgomery, AL 36130
Pamela.kendrick@adph.state.al.us

Legislature

Must send records to each individual state elected official.

House

Alabama House
11 South Union Street
Montgomery, AL 36130
(334) 261-0500

Senate

Alabama Senate
11 South Union Street
Montgomery, AL 36130
(334) 261-0800



Alaska

Public Records Laws

- Alaska Open Meetings Act ([Alaska Statute 44.25.110 et seq.](#))
- Alaska Public Records Act ([Alaska Statute 44.25.110 et seq.](#))

Notes

- Alaska has one of the most expansive public records laws in the country, and all public records can be sent in any form to any government entity.
- Alaska law requires a response within 10 days.

Governor

Office of the Governor
ATTN: Public Records Request
P.O. Box 110001
Juneau, AK 99811-0001
Angela.hull@alaska.gov
(907) 465-3500

Legislature

Juneau Legislative Information Office
State Capitol, Terry Miller Building, Suite 111
Juneau, AK 99801
juneau.lio@akleg.gov
(907) 465-4648

Attorney General

Office of the Attorney General
1031 West 4th Avenue, Suite 200
Anchorage, AK 99501
attorney.general@alaska.gov
(907) 269-5100

Health Department

Jillian Gellings
Project Analyst/Public Records Requests
Alaska Department of Health and Social
Services
P.O. Box 110601
Juneau, AK 99811-0601
jillian.gellings@alaska.gov
(907) 465-1614



Arizona

Public Records Laws

- Arizona Open Meetings Act ([A.R.S. §38-431 et seq.](#))
- Arizona Public Records Law ([§39-121 et seq.](#))

Notes

- Arizona law does not require a specific response time.

Governor

Elizabeth Berry
Press Secretary
Office of the Governor
1700 West Washington Street
Phoenix, AZ 85007
eberry@az.gov

Attorney General

Office of the Attorney General
2005 N Central Ave,
Phoenix, AZ 85004
AGInfo@azag.gov
(602) 542-5025

Health Department

Public Records Custodian
Office of Administrative Counsel
Arizona Department of Health Services
150 North 18th Avenue, Room 200
Phoenix, AZ 85007
ACR@AZDHS.gov

Legislature

House

Justin Riches
Public Records Counsel
Arizona State House
1700 West Washington Street
Phoenix, AZ 85007
jriches@azleg.gov
(602) 926-5507

Senate

Norm Moore
Public Records Attorney
Arizona State Senate
1700 West Washington Street
Phoenix, AZ 85007
nmoore@azleg.gov
(602) 926-5377



Arkansas

Public Records Laws

- Arkansas Freedom of Information Act, or FOIA ([Ark. Code Ann. §25-19-101 et seq.](#))

Notes

- Public records requests are referred to as FOIA requests in Arkansas.
- Arkansas can block out-of-state requestors.
- Arkansas law requires responses within 3 business days.
- The Arkansas attorney general partners with the Arkansas Press Association to publish a [FOIA handbook](#) after the General Assembly's regular session has concluded each year. This handbook has valuable information about exemptions, appeals, etc.

Governor

Office of the Governor
500 Woodlane Street, Suite 250
Little Rock, AR 72201
(501) 682-2345

Attorney General

Office of the Attorney General
323 Center Street
Little Rock, AR 72201
oag@arkansasag.gov
(501) 682-2007

Department of Health

Reginald Rogers
Public Records Attorney
Department of Health
4815 West Markham Street,
Little Rock AR 72205
reginald.rogers@arkansas.gov
(501) 661-2878

Legislature

House

Cecillea Pond-Mayo
Chief Information Officer
Arkansas State Capitol: House of
Representatives
350 Woodlane Street
Little Rock, AR 72201
cecillea.pond-mayo@arkansashouse.org
(501) 682-7771

Senate

Senate Information Officer
Arkansas State Capitol: Senate
350 Woodlane Street
Little Rock, AR 72201
(501) 682-5954

California



Public Records Laws

- California Open Meetings Act ([Gov't Code §54950-54960.5](#))
- California Public Records Act, or PRA ([Gov't Code §6250-6268](#))

Notes

- California law requires responses within 10 business days.
- California law applies to its executive branch and agencies.
- Public records requests are referred to as PRA requests in California.

Governor

Office of the Governor
1215 10th Street
Sacramento, CA 95814
(916) 445-2841

Legislature

- California law does not subject the California State Legislature to public records requests.

Attorney General

Office of the Attorney General
P.O. Box 944255
Sacramento, CA 94244
(916) 445-4069

Health Department

Department of Health Care Services
Legal Services
ATTN: PRA Request
PO Box 997413, MS 0012
Sacramento, CA 95899-7413
(916) 445-7205

- DHCS records requests can be made through its [online portal](#).

Colorado

Public Records Laws

The Colorado Sunshine Law encompasses:

- Open Meetings Act ([C.R.S. 24-6-401 et seq.](#))
- Colorado Open Records Act, also known as CORA ([C.R.S. 24-72-201 et seq.](#))

Notes

- Public records requests are referred to as Sunshine or CORA requests in Colorado.
- Colorado law does not require a specific response time.
- The [Colorado Freedom of Information Coalition](#) has gathered a number of state-specific resources for submitting CORA requests.

Governor

Office of the Governor
State Capitol Building
200 E. Colfax Ave, Rm. 136
Denver, CO 80203
governorpolis@state.co.us
(303) 866-2471

Attorney General

Public Information Officer/
Director of Communications
Office of the Attorney General
Ralph L. Carr Judicial Building
1300 Broadway, 10 Floor
Denver, CO 80203
Cora.request@coag.gov
(720) 508-6000

Legislature

House

Attn: Chief Clerk of the House
State Capitol Building
200 East Colfax Avenue #307
Denver, CO 80203
House.chiefclerk@state.co.us
(303) 866-2904

Senate

Secretary of the Senate
State Capitol Building
200 East Colfax Avenue #346
Denver, CO 80203
Senate.secretary@state.co.us
(303) 866-4838

Health Department

Kathy Snow
CORA Officer
Department of Health Care Policy and Financing
1570 Grant Street
Denver, CO 80203
Kathy.snow@state.co.us
(303) 866-3552



Connecticut

Public Records Laws

- Connecticut Freedom of Information Act ([§ 1-200 et seq.](#))

Notes

- Public records requests are referred to as FOIA requests in Connecticut.
- Connecticut law requires responses within 4 business days.

Governor

Office of the Governor
210 Capitol Avenue
Hartford, CT 06106
(860) 566-4840

Legislature

House and Senate

Connecticut General Assembly
210 Capitol Avenue
Hartford, CT 06106
(860) 240-0100

Attorney General

Office of the Attorney General
55 Elm Street
Hartford, CT 06106
Attorney.general@ct.gov
(860) 808-5318

Health Department

Department of Public Health
410 Capitol Ave
Hartford, CT 06106
(860) 509-8000



District of Columbia

Public Records Laws

- District of Columbia Open Meetings Act ([D.C. Code § 2-571-580 et seq.](#))
- District of Columbia Freedom of Information Act, or FOIA ([D.C. Code § 2-531, et seq.](#))

Notes

- Public records requests are referred to as FOIA requests in Washington, D.C.
- Washington, D.C. law requires responses within 15 business days.
- Public records requests for most D.C. entities can be submitted through the capitol's [FOIA portal](#). Requests can also be submitted to foia.appeals@dc.gov.
- The mayor's office provides a [guide](#) to submitting FOIA requests in Washington, D.C.
- The [D.C. Open Government Coalition](#) provides numerous resources for filing public records requests in Washington, D.C., including [FOIA officer contact information](#).

Mayor

Grant Tanenbaum
FOIA Officer
Executive Office of the Mayor
1350 Pennsylvania Avenue NW, Suite 300
Washington, DC 20004
eom.foia@dc.gov
Phone (202) 724-7681

Health Department

Philip Husband
FOIA Officer
Department of Health
899 North Capitol Street, NE
Washington, D.C. 20002
Phillip.husband@dc.gov
(202) 442-5955

Attorney General

Runako Kumbala
FOIA Officer
Office of the Attorney General
441 4th Street NW
Suite 1100 South
Washington, D.C. 20001
Runako.kumbala-allsopp@dc.gov
(202) 727-3400



Delaware

Public Records Laws

- Delaware Freedom of Information Act, or FOIA ([Del. Code Title 29, Chapter 100](#))

Notes

- Delaware can block out-of-state requestors.
- Public records requests are referred to as FOIA requests in Delaware.
- Delaware law requires responses within 15 business days.
- Delaware has a state-wide [portal and FOIA request form](#) that can be used.
- The [Delaware Coalition for Open Government](#) provides numerous resources and assistance for those filing public records requests.

Governor

Nicole M. Mozee
Associate Legal Counsel
Office of the Governor, John Carney
820 N. French St., 12th Floor
Wilmington, DE 19801
gov_foia@delaware.gov
(302) 577-3210

Attorney General

Kim Siegel
FOIA Coordinator
Office of the Attorney General
820 North French Street
Wilmington, DE 19801
opengovernment@delaware.gov

Legislature

- Delaware law does not subject the Delaware General Assembly to public records requests.

Health Department

Gabriela Kejner
Chief of Staff
Department of Health and Social Services
1901 N. Du Pont Highway
Main Building
New Castle, DE 19720
Gabriela.kejner@delaware.gov
(302) 255-4783



Florida

Public Records Laws

- Florida Open Meetings Law ([Fla. Stat. sec. 286.011 et seq.](#))
- Florida Sunshine Law ([Fla. Stat. sec. 119.01 et. seq.](#))

Notes

- Public records requests are referred to as Sunshine requests in Florida.
- Florida in general has good public records infrastructure.
- The governor's office maintains a [list of public records contacts by state agency.](#)

Governor

- Public records requests for the governor's office must be filed through its [online portal.](#)

Attorney General

Director, Office of Public Records
Office of the Attorney General
107 West Gaines Street, Suite 228
Tallahassee, FL 32399-1050
PublicRecordsRequest@myfloridalegal.com
(850) 414-3300

Health Department

Public Records Coordinator
4052 Bald Cypress Way-Bin A02
Tallahassee, Florida 32399-1702
PublicRecordsRequest@flhealth.gov
(850) 245-4005

- Public records requests for the Health Department may be filed through its [online portal.](#)

Legislature

House

Florida State House of Representatives
400 S Monroe Street
Tallahassee, FL 32399
opengovernment@myfloridahouse.gov
(850) 717-5650

- Public records requests for the House of Representatives may be filed through its [online portal.](#)

Senate

Florida State Senate
400 S Monroe Street
Tallahassee, FL 32399
publicrecordsrequests@flsenate.gov
(850) 487-5237



Georgia

Public Records Laws

- Georgia Open Meetings Act ([O.C.G.A. §50-14-1 et seq.](#))
- Georgia Open Records Act ([O.C.G.A. §50-18-70 et seq.](#))

Notes

- Georgia can block out-of-state requestors.
- Georgia law requires an initial response within 3 business days.

Governor

Open Records Officer
Office of the Governor
201 State Capitol
Atlanta, GA 30334
Open.Records@georgia.gov
(404) 651-7760

- Requests to the governor's office can also be submitted via [online portal](#) or e-mail; both methods are equally responsive.

Attorney General

Jotonna Tulloch
Paralegal
Office of Attorney General
Solicitor General Unit
jtulloch@law.ga.gov
(404) 657-7782

- The attorney general's office is extremely responsive to public records requests; staffers personally communicate via phone to clarify requests.

Health Department

Legal Assistant
Department of Community Health
2 Peachtree Street, 40th Floor
Atlanta, GA 30303
OpenRecordsRequest@dch.ga.gov

Legislature

House

Georgia House of Representatives
18 Capitol Square
205 Coverdell Legislative Office Building
Atlanta, GA 30334
(404) 656-3996

Senate

Georgia State Senate
353 State Capitol
Atlanta, Georgia 30334
(404) 656-5040



Hawaii

Public Records Laws

- Hawaii Sunshine Law ([Haw. Rev. Stat. §92-1 et seq.](#))
- Hawaii Uniform Information Practices Act, or UIPA ([Haw. Rev. Stat. §91-1 et seq.](#))

Notes

- Public records requests are referred to as Sunshine and UIPA requests in Hawaii.
- Hawaii law requires responses within 10 business days.
- Hawaii's [Office of Information Practices](#) (OIP) administers public records requests. It maintains [forms](#) that can be used to request records (and then should be sent to the custodian from which records are being sought). OIP can be contacted at oiip@hawaii.gov or (808) 586-1400.

Governor

Office of the Governor
415 South Beretania Street
Honolulu, HI 96813
Govoffice.uipa@hawaii.gov
(808) 586-0034

Attorney General

Office of the Attorney General
425 Queen Street
Honolulu, HI 96813
(808) 586-1500

Health Department

- The Hawaii Department of Public Health [maintains a list](#) of different points of contact for UIPA requests for offices across the agency.

Legislature

House

Office of the House Clerk
State Capitol, Room 27
415 South Beretania Street
Honolulu, HI 96813
sclerk@capitol.hawaii.gov
(808) 586-6400

Senate

Office of the Senate Clerk
State Capitol, Room 10
415 South Beretania Street
Honolulu, HI 96813
sclerk@capitol.hawaii.gov
(808) 586-6720



Idaho

Public Records Laws

- Idaho Open Meeting Law ([Idaho Code §74-201 et seq.](#))
- Idaho Public Records Act ([Idaho Code §74-101 et seq.](#))

Notes

- Idaho law requires responses within 3 business days.

Governor

Office of the Governor
P.O. Box 83720
Boise, ID 83720
(208) 334-2400

Legislature

House and Senate

Idaho State Legislature
P.O. Box 83720
Boise, ID 83720-0054
(208) 334-4751

Attorney General

Office of the Attorney General
3402 Franklin Road
Caldwell, ID 83605
(208) 454-0421

Health Department

Department of Health and Welfare
3402 Franklin Road
Caldwell, ID 83605
(208) 454-0421



Illinois

Public Records Laws

- Illinois Open Meeting Act ([5 ILCS 120/1](#))
- Illinois Freedom of Information Act, or FOIA ([5 ILCS 140/1](#))

Notes

- Public records requests are referred to as FOIAs in Illinois.
- Illinois law requires responses within 5 business days.
- Illinois.gov maintains a [list of FOIA contacts across agencies](#).
- The [Citizen Advocacy Center](#) provides a [guide](#) for Illinois FOIA requests.

Governor

Office of the Governor
James R. Thompson Center
100 West Randolph Suite 16-100
Chicago, IL 60601
Gov.foia@illinois.gov
(312) 814-5154

Attorney General

Sarah Pratt
Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62701
publicaccess@atg.state.il.us
(877)-299-FOIA

Legislature

House

Assistant Clerk of the House
Room 420 State Capitol
Springfield, IL 62706
illinoishousefoia@ilga.gov

Senate

Giovanni R. Randazzo
FOIA Officer
Illinois State Senate
605A State Capitol Building,
Springfield, Illinois 62706
FOIArequests@senatedem.ilga.gov

Health Department

Kyong Lee
Kiran Mehta
Department of Healthcare and Family Services
201 South Grand Ave. E., Floor 003
Springfield IL 62763
kyong.lee@illinois.gov
kiran.mehta@illinois.gov
(217) 557-4257



Indiana

Public Records Laws

- Indiana Open Door Law ([IN Code §§5-14-1.5-1 et seq.](#))
- Indiana Access to Public Records Act ([IN Code §§5-14-3-1 et seq.](#))

Notes

- Indiana law requires responses within 7 business days.
- The office of the [Indiana Public Access Counselor](#) maintains a number of resources including a [brief guide](#) for filing requests, forms that can be used to send them, and a more expansive [handbook](#) on the state's public access laws. The PAC can be reached at (317) 234-0906.

Governor

Office of the Governor
200 W. Washington Street
Room 206
Indianapolis, IN 46204
(317) 864-0884

Attorney General

Office of the Attorney General
302 W. Washington St.
5th Floor
Indianapolis, IN 46204
(317) 232-6201

Legislature

House

Indiana House of Representatives
200 W. Washington Street
Indianapolis, IN 46204-2786
(317) 232-9600

Senate

Indiana State Senate
200 W. Washington Street
Indianapolis, IN 46204-2785
(317) 232-9400

Health Department

Public Records Coordinator
State Department of Health
2 N. Meridian St.
Indianapolis, IN 46204
publicrecords@isdh.in.gov
(317) 233-1325



Iowa

Public Records Laws

- Iowa Open Meetings Law ([Iowa Code §21.1 et seq.](#))
- Iowa Open Records Law ([Iowa Code §22.1 et seq.](#))

Notes

- Iowa law requires responses within 20 business days.
- The [Iowa Public Information Board \(IPIB\)](#) oversees public records requests and provides related resources. IPIB can be contacted at IPIB@iowa.gov or (515) 725-1781.

Governor

Office of the Governor
1007 East Grand Avenue
Des Moines, IA 50319
(515) 725-3516

Legislature

- Iowa law does not subject the Iowa State Legislature to public records requests.

Attorney General

Office of the Attorney General
1305 East Walnut Street
Des Moines, IA 50319
(515) 281-5164

Health Department

Public Information Officer
Department of Human Services
1305 E Walnut St
Des Moines, IA 50319
mhighla@dhs.state.ia.us
(515) 281-4848



Kansas

Public Records Laws

- Kansas Open Meetings Law, or KOMA ([KSA 75-4317 et seq.](#))
- Kansas Open Records Act, or KORA ([KSA 45-215 et. seq.](#))

Notes

- Public records requests are referred to as KOMA and KORA requests in Kansas.
- Kansas law requires responses within 3 business days.
- [Kansas Sunshine Coalition for Open Government](#) provides resources for sending public records in Kansas, including public programming and [agency contact information](#).

Governor

Office of the Governor
300 Southwest 10th Avenue
Topeka, KS 66612
(785) 296-3232

Attorney General

Office of the Attorney General
120 SW 10th Ave., 2nd Floor
Topeka, KS 66612-1597
(785) 296-2215

Legislature

House and Senate

Legislative Administrative Services
300 SW 10th Ave. Ste 551-S
Topeka, KS 66612
LegServ@las.ks.gov
(785) 296-2391

Health Department

Department of Health and Environment
Curtis State Office Building
1000 SW Jackson
Topeka, Kansas 66612
(785) 296-1086

- Public records requests to KDHE can be made through its [online portal](#).



Kentucky

Public Records Laws

- Kentucky Open Meetings Act ([KRS 61.800 et seq.](#))
- Kentucky Open Records Act, or KORA ([KRS 61.870 et seq.](#))

Notes

- Kentucky law requires responses within 3 business days.
- Public records requests are referred to as KORA requests in Kentucky.

Governor

Matt Kuhn
Open Records Officer
Governor Matt Bevin
General Counsel's Office
matt.kuhn@ky.gov
(502) 564-2611

Legislature

House and Senate

State Legislature
702 Capitol Avenue #023
Frankfort, KY 40601
(502) 564-8100

Attorney General

Requests can be sent by mail to:

Office of the Attorney General
Attn: Open Records/Open Meetings Decisions
700 Capitol Avenue, Suite 118
Frankfort, KY 40601

Health Department

Public Records Custodian
Division of Health Care
Office of Inspector General
Cabinet for Health and Family Services
275 East Main Street, 5 E-A
Frankfort, KY 40621
DHCOpenRecords@ky.gov
(502) 564-7963

- Requests can also be submitted through the Division of Health Care - Open Records Request Form [online portal](#).



Louisiana

Public Records Laws

- Louisiana Open Meetings Law ([La.R.S. 42:4.1 et seq.](#))
- Louisiana Public Records Act, or Sunshine Act ([La.R.S. 42:4.1 et seq.](#))

Notes

- Public records requests are referred to as Sunshine Requests in Louisiana.
- Louisiana law requires responses within 3 business days.

Governor

Office of the Governor
P.O. Box 94004
Baton Rouge, LA 70804
GovPublicRecords@la.gov

Attorney General

Requests can be sent by mail to:

Amanda Larkins
Public Records Coordinator
Office of the Attorney General
P.O. Box 94005
Baton Rouge, LA 70804
(877) 297-0995

- Public records requests may be made to the attorney general using this [form](#).

Health Department

Jessica Mott
Public Records Officer
Department of Health
628 North 4th Street
Baton Rouge, LA 70821
Jessica.Mott@LA.gov
(225) 342-9268

- Public records requests to LDH can be made through its [online portal](#).



Maine

Public Records Laws

- Maine Freedom of Access Act, or FOAA ([M.R.S.A. 1:13](#))

Notes

- Public records requests are referred to as FOAA requests in South Carolina.
- Maine law requires responses within 5 business days.
- Maine.gov maintains a [list of public records contacts by state agency](#).

Governor

Linda Pistner
FOAA Officer
Office of the Governor
210 State Street
Augusta, ME 04333
linda.pistner@maine.gov

Attorney General

Phyllis Gardiner
FOAA Officer
Office of the Attorney General
6 State House Station
Augusta, ME 04333
phyllis.gardiner@maine.gov
(207) 626-8800

Legislature

House

House of Representatives
Office of the Clerk of the House
2 State House Station, Augusta, ME 04333
(207) 287-1400

Senate

Maine State Senate
3 State House Station
Augusta, ME, 04333
(207) 287-1500

Health Department

Kevin Wells
Department of Health and Human Services
11 State House Station
Augusta, ME 04333
kevin.wells@maine.gov
(207) 287-4252



Maryland

Public Records Laws

- Maryland Open Meetings Act ([MD Code § 3-301 et seq.](#))
- Maryland Public Information Act, or PIA ([MD Code § 4-101, et seq.](#))

Notes

- Public records requests are referred to as PIA requests in Maryland.
- Maryland law requires responses within 30 business days.
- The Maryland attorney general [maintains a list of contact information for PIA custodians.](#)

Governor

Christopher J. Mincher
Deputy Legal Counsel /
Public Information Act Representative
Office of the Governor
State House
100 State Circle
Annapolis, MD 21401
christopher.mincher@maryland.gov
(410) 974-2741

Legislature

House and Senate

Victoria Gruber
Executive Director
Department of Legislative Services
90 State Circle
Annapolis, MD 21401
Mya.dempsey@mlis.state.md.us
(410) 946-5500

Attorney General

Barbara Bond
PIA Representative
Office of the Attorney General
200 St. Paul Place
Baltimore, MD 21202
bbond@aog.state.md.us
(410) 576-6405

Health Department

Carlita Lindsey
PIA Coordinator
Department of Health
201 W. Preston Street, 5th Floor
Baltimore, MD 21201
Mdh.pia@maryland.gov
(410) 767-6504



Massachusetts

Public Records Laws

- Massachusetts Open Meetings Law ([G.L. c. 30A, §§18-25](#))
- Massachusetts Open Records Law ([G. L. c. 4, § 7\(26\)](#))

Notes

- Massachusetts law does not subject the office of the governor, the judicial branch, or the state legislature to public records requests. Its public record law only applies to executive agencies.
- Massachusetts law requires responses within 10 business days; but state agencies can request from the supervisor of public records a 20-day extension, and municipalities can request a 30-day extension.
- Public records appeals are handled by the Massachusetts supervisor of public records (not the attorney general, as in most states). Appeals can be sent to pre@sec.state.ma.us.

Governor

- Massachusetts' public records law does not apply to the governor.

Attorney General

- Massachusetts' public records law does not apply to the attorney general.

Legislature

- Massachusetts' public records law does not apply to its legislative branch.

Health Department

Helen Rush-Lloyd
Records Access Officer
Department of Public Health
250 Washington Street
Boston, MA 02108
DPH.RAO@state.ma.us
(617) 624-5223



Michigan

Public Records Laws

- Michigan Open Meetings Act ([Mich. Comp. Laws Ann. §15.261 et seq.](#))
- Michigan Freedom of Information Act ([Mich. Comp. Laws Ann. §15.231 et seq.](#))

Notes

- Public records requests are referred to as FOIA requests in Michigan.
- Michigan law does not require a specific response time, though custodians are expected to respond quickly.

Governor

Office of the Governor
P.O. Box 30013
Lansing, MI 48909
(517) 373-3400

Attorney General

FOIA Coordinator
Office of the Attorney General
P.O. Box 30754
Lansing, MI 48909
AG-FOIA@mi.gov

Legislature

House and Senate

FOIA Coordinator
Michigan Legislative Council
124 West Allegan
Boji Tower – 3rd Floor
P.O. Box 30036
Lansing, MI 48909
LCA@legislature.mi.gov

Health Department

Ruth O'Connor
FOIA Liaison
Michigan Department of Health and Human
Services
Office of Legal Affairs
MDHHS-FOIA@michigan.gov
(517) 241-0048



Minnesota

Public Records Laws

- Minnesota Open Meetings Law ([Minn. Statutes Chapter 13D](#))
- Minnesota Data Practices Act ([Minn. Statutes 13.01 et seq.](#))

Notes

- Minnesota law does not require a specific response time.
- The [Minnesota Coalition on Government Information](#) provides resources for obtaining public records in the state.
- The Minnesota Department of Administration's Information Policy Analysis Division (IPAD) assists with people with records requests. It can be reached at info.ipad@state.mn.us or (651) 296-6733.

Governor

Office of the Governor
20 West 12th Street
116 Veterans Service Building
St. Paul, MN 55155
(651) 201-3400

Attorney General

Office of the Attorney General
445 Minnesota Street
St. Paul, MN 55101-2131
(651) 296-3353

Legislature

- Minnesota's public records law does not apply to its legislative branch.

Health Department

Department of Health
P.O. Box 64975
St. Paul, MN 55164
(651) 201-4993



Mississippi

Public Records Laws

- Mississippi Open Meetings Act ([Miss. Code Ann. 25-4-1 et seq.](#))
- Mississippi Public Records Act ([Miss. Code Ann. 25-61-1 et seq.](#))

Notes

- Mississippi law requires responses within 7 business days, though agencies can extend their time to respond by an additional 7 days.
- The [Mississippi Center for Freedom of Information](#) provides a myriad of resources to those filing public records requests in the state.

Governor

Office of the Governor
P.O. Box 139
Jackson, MS 39205
(601) 359-3150

Legislature

House and Senate

Mississippi State Legislature
State Capitol
400 High St, Jackson, MS 39201
(601) 359-3770

Attorney General

Office of the Attorney General
P. O. Box 220
Jackson, MS 39205
(601) 359-3680

Health Department

Department of Health
P.O. Box 1700
Jackson, MS 39215
(601) 576-7847



Missouri

Public Records Laws

- Missouri Sunshine Law for Open Meetings ([Mo. Code §610.010 et seq.](#))
- Missouri Sunshine Law ([Mo. Code §610.023 et seq.](#))

Notes

- Public records requests are referred to as Sunshine Requests in Missouri.
- Missouri requires an initial response within 3 business days.
- As a whole, Missouri is a good state to pursue public records.

Governor

Ryan Conway
Special Counsel
Office of Governor
P.O. Box 720
Jefferson City, MO 65102
ryan.conway@governor.mo.gov
O: (573) 751-5293
C: (573) 508-6928

Attorney General

Public Records Custodian
Office of the Attorney General
Supreme Court Building
207 W. High St.
P.O. Box 899
Jefferson City, MO 65102
sunshine@ago.mo.gov
(573) 751-5818

Legislature

- Public records requests must be sent to each Missouri legislator's office individually. Contact information for representatives and senators can be found [here](#).

Health Department

Shay Patterson
Public Records Custodian
Department of Health and Senior Services
912 Wildwood P.O. Box 570
Jefferson City, Missouri 65102
Shay.patterson@health.mo.gov

- The DHSS public records officer rarely initially responds to requests but will fulfill them. It helps to follow up with them.



Montana

Public Records Laws

- [Montana Open Meetings Law \(Montana Code 2-3-201 et seq.\)](#)
- [Montana Public Records Act \(Montana Code 2-6-101 et seq.\)](#)

Notes

- Montana law does not require a specific response time.
- The [Montana Freedom of Information Hotline](#) provides [legal advice](#) and [webinars](#) on filing public records requests.

Governor

Office of the Governor
P.O. Box 200801
Helena, MT 59620-0801
(406) 444-3111

Legislature

House and Senate

Montana State Legislature
P.O. Box 201706
Helena, MT 59620-1706
(406) 444-3064

Attorney General

Office of the Attorney General
215 North Sanders
P.O. Box 201401
Helena, MT 59620-1401
(406) 444-2026

Health Department

Department of Health and Human Services
111 North Sanders Street
Room 301
Helena, MT 59601
(406) 444-0936



Nebraska

Public Records Laws

- Nebraska Open Meetings Act ([Nebraska Statutes §84-1408 et seq.](#))
- Nebraska Public Records Law ([Nebraska Statutes §84-712.01 et seq.](#))

Notes

- Nebraska law requires responses within 3 business days.

Governor

Office of the Governor
P.O. Box 94848
Lincoln, NE 68509
(402) 471-2244

Attorney General

Office of the Attorney General
2115 State Capitol
Lincoln, NE 68510
(402) 471-2683

Legislature

House and Senate

Nebraska State Legislature
1445 K Street
Lincoln, NE 68508
uio@leg.ne.gov
(402) 471-2788

Health Department

Department of Health and Human Services
P.O. Box 95026
Lincoln, NE 68509
(402) 471-3121



Nevada

Public Records Laws

- Nevada Open Meetings Law ([N.R.S. 241 et seq.](#))
- Nevada Public Records Act ([N.R.S. 239 et seq.](#))

Notes

- Nevada law requires responses within 3 business days.

Governor

Office of the Governor
101 North Carson Street
Carson City, NV 89701
(775) 684-5670

Attorney General

Public Records Coordinator
Office of the Attorney General
555 E. Washington Ave., Suite 3900
Las Vegas, NV 89101
agrecordsreq@ag.nv.gov
(702) 486-3420

Health Department

Public Information Officer
Attn: Public Record Request
NV Department of Health and Human Services
Director's Office
4126 Technology Way, Suite 100
Carson City, NV 89706
nvdhhs@dhhs.nv.gov

Legislature

House

Susan Furlong
Assembly Chief Clerk
Nevada State Assembly
401 South Carson Street
Carson City, Nevada 89701
Susan.Furlong@asm.state.nv.us
(775) 684-8555

Senate

Claire Clift
Secretary of the Senate
401 S. Carson Street,
Carson City, NV 89701
Claire.Clift@sen.state.nv.us
(775) 684-1400



New Hampshire

Public Records Laws

- New Hampshire Right to Know Law (R.S.A. Ch. 91-A)

Notes

- New Hampshire law requires responses within 5 business days.

Governor

Office of the Governor
107 North Main Street
Concord, NH 03301
(603) 271-2121

Attorney General

Office of the Attorney General
33 Capitol Street
Concord, NH 03301
(603) 271-3658

Health Department

Department of Health and Human Services
Public Information Office
129 Pleasant Street
Concord, NH 03301
(603) 271-9389

Legislature

House

New Hampshire State House of
Representatives
107 North Main Street
Room 317
Concord, NH 03301
(603) 271-2548

Senate

New Hampshire State Senate
107 North Main Street
Concord, NH 03301
(603) 271-2111



New Jersey

Public Records Laws

- New Jersey Open Public Meetings Act ([N.J.S.A. 10:4-6.](#))
- New Jersey Open Public Records Act, or OPRA ([N.J.S.A. 47:1A-13](#))

Notes

- Public records requests are referred to as OPRA requests in New Jersey.
- New Jersey law requires responses within 7 business days.
- The New Jersey governor’s office maintains [a webpage with links to each department/agency’s public records homepage.](#)

Governor

Office of the Governor
P.O. Box 001
Trenton, NJ 08625
(609) 292-6000

Legislature

- New Jersey law does not subject the New Jersey State Legislature to public records requests.

Attorney General

Office of the Attorney General
P.O. Box 080
Trenton, NJ 08625
(609) 292-4925

Health Department

Custodian of Government Records (OPRA)
Division of Family Health Services
New Jersey Department of Health
PO Box 364
Trenton, NJ 08625-0364

- The Department of Health maintains [a webpage with links to its online portal for submitting public records requests each of its offices.](#)



New Mexico

Public Records Laws

- New Mexico Open Meetings Act ([NMSA \(1978\) 10-15-1 et seq.](#))
- New Mexico Inspection of Public Records Act ([NMSA \(1978\) 14-2 et seq.](#))

Notes

- [New Mexico Foundation for Open Government](#) is a wonderful resource for submitting records in New Mexico.
 - NMFOG has a hotline to help make public records requests in the state: (505) 764-3750.
 - NMFOG also maintains a database of [records custodians](#), which New Mexico public records require to be made available online.
- New Mexico law requires custodians to give requestors an estimated time of completion if it will take them longer than 15 days to complete a request.

Governor

Office of the Governor
New Mexico State Capitol
490 Old Santa Fe Trail #400
Santa Fe, NM 87501
(505) 476-2200

Attorney General

Patricia Salazar
Office of the Attorney General
408 Galisteo Street
Villagra Building
Santa Fe, NM 87501
psalazar@nmag.gov
(505) 476-4863

Legislature

House and Senate

Raul E. Burciaga
Legislative Council Services
490 Old Santa Fe Trail
Santa Fe, NM 87501
ipra@nmlegis.gov
(505) 986-4600

Health Department

Daniel Jacobs
Department of Health
1190 S St. Francis Drive n4100
Santa Fe, NM 87505
Daniel.jacobs@state.n-m.us
(505) 827-2613



New York

Public Records Laws

- New York Open Meetings Law ([New York Open Meetings Law, Article 7 §100 et seq.](#))
- New York Freedom of Information Law, or FOIL ([New York Freedom of Information Law, Article 6 §84-90](#))

Notes

- Public records requests are referred to as FOIL requests in New York.
- New York law requires acknowledgement within 5 business days and response no longer than 20 days after.
- [New York Committee on Open Government](#) is New York State's designated committee for overseeing FOIL. Its website includes resources such as [sample FOIL requests](#).
- New York has a centralized [online portal system](#) for public records requests to most agencies/entities.

Governor

Office of the Governor
State Street and Washington Ave
Albany, NY 12224
(518) 408-2303

- Public records requests to the governor can be made through the [state's online portal](#).

Legislature

New York State Assembly
State Street and Washington Avenue
Albany, NY 12224
(518) 474-9960

- Public records requests to the New York State Assembly can be made through the [Assembly's website](#).

Attorney General

Office of the Attorney General
99 Washington Avenue #1750
Albany, NY 12210
(800) 771-7755

- Public records requests to the attorney general can be made through the New York [OAG's website](#).

Health Department

- Public records requests to the Department of Health can be made through the [state's online portal](#).



North Carolina

Public Records Laws

- North Carolina Open Meetings Law ([North Carolina General Assembly Article 33 § 143-318.9 et seq.](#))
- North Carolina Public Records Law ([North Carolina General Assembly § 132-1 et seq.](#))

Notes

- North Carolina law does not require a specific response time.
- North Carolina has a poor public records infrastructure.

Governor

Public Records Officer
Office of the Governor
20301 Mail Service Center
Raleigh, NC 27699
contactgov@nc.gov
(919) 814-2000

Legislature

- Public records requests must send to each legislator individually. Contact information for legislators can be found on ncleg.gov.

Attorney General

Public Records Officer
Office of the Attorney General
9001 Mail Service Center
Raleigh, NC 27699
opengov@ncdoj.gov
(919) 716-6400

Health Department

Public Records Officer
Department of Health and Human Services
1632 Mail Service Center
Raleigh, NC 27699
news@dhhs.nc.gov
(919) 855-4816



North Dakota

Public Records Laws

- North Dakota Open Meetings Statute ([NDCC 44-04-19 et seq.](#))
- North Dakota Open Records Statute ([NDCC 44-04-18 et seq.](#))

Notes

- North Dakota law does not require a specific response time.

Governor

Office of the Governor
600 East Boulevard Avenue
Bismarck, ND 58505
(701) 328-2200

Attorney General

Office of the Attorney General
600 East Boulevard Avenue
Dept. 125
Bismarck, ND 58505
(701) 328-2210

Legislature

House and Senate

North Dakota Legislative Council
State Capitol
600 East Boulevard
Bismarck, ND 58505-0360
lcouncil@nd.gov
(701) 328-2916

Health Department

Department of Health
600 East Boulevard Avenue
Bismarck, ND 58505
(701) 328-4619



Ohio

Public Records Laws

- Ohio Open Meetings Law: ([Ohio Rev. Code sec. 121.22 et seq.](#))
- Ohio Open Records Law ([Ohio Rev. Code sec. 149.43 et seq.](#))

Notes

- Ohio law does not require a specific response time, but responses are expected to be promptly made within a few days.
- Ohio does not keep records from a previous administration or previous legislative session. Ohio requests should therefore be as timely as possible to avoid losing the ability to request records.

Governor

Public Records Custodian
Office of the Governor
77 South High St, 30th Floor
Columbus, OH 43215
contact@governor.ohio.gov

- The Governor's office does not have a standing FOIA e-mail. The governor's office also only responds to requests on a first come, first serve basis. This means that requests are very slow to process as your request will likely queue for weeks or months before it begins to be processed.

Attorney General

Office of the Attorney General
30 East Broad Street
Columbus, OH 43215
(614) 466-2872

- Public records requests for the Ohio attorney general can be filed through the OAG's [online portal](#).

Legislature

House

Paul Disantis
Deputy Chief Legal Counsel
Ohio House Of Representatives
77 S. High Street #12
Columbus, OH 43215
Paul.disantis@ohiohouse.gov

Senate

Donn Parsons
Deputy Legal Counsel
Ohio State Senate Representatives
1 Capitol Square
Columbus, Ohio 43215
Donn.Parsons@OhioSenate.gov

Health Department

Ohio Department of Health
Office of Health Assurance and Licensing,
Public Information
246 North High Street
Columbus, OH 43215
PRI@odh.ohio.gov
(614) 466-7217



Oklahoma

Public Records Laws

- Oklahoma Open Meetings Act ([Title 25, Oklahoma Statutes §§ 301 et seq.](#))
- Oklahoma Open Records Act ([Title 51 Oklahoma Statutes § 24A.1 et seq.](#))

Notes

- Oklahoma law does not require a specific response time.

Governor

Office of the Governor
2300 North Lincoln Boulevard
Room 212
Oklahoma City, OK 73105
(405) 521-2342

Legislature

House and Senate

Oklahoma State Legislature
112 Oklahoma, Room 112
Oklahoma City, OK 73105
(405) 557-7303

Attorney General

Office of the Attorney General
313 Northeast 21st Street
Oklahoma City, OK 73105
openrecordsrequest@oag.ok.gov
(405) 521-3921

Health Department

Department of Health
1000 Northeast 10th Street
Oklahoma City, OK 73117
(405) 271-5600

- The Oklahoma attorney general's office provides an [open records request form](#) which can be used to submit public records requests.



Oregon

Public Records Laws

- Oregon Public Meetings Law ([O.R.S. 192.610 et seq.](#))
- Oregon Public Records Law ([O.R.S. 192.410 et seq.](#))

Notes

- Oregon law does not require a specific response time.
- [Open Oregon](#) provides a number of resources on submitting public records in the state, including a reference guide and legislative updates to Oregon's public records laws.

Governor

Office of the Governor
900 Court Street Northeast
160 State Capitol
Salem, OR 97301
(503) 378-4582

- Public records requests to the office of the governor can be made through its [online portal](#).

Attorney General

David Taylor
Office of the Attorney General
1162 Court Street NE
Salem, OR 97301
PublicRecordsRequests@doj.state.or.us

- In addition to e-mail, public records requests to the attorney general and the Department of Justice can also be made through DOJ's [online portal](#).

Legislature

House and Senate

Oregon State Legislature
900 Court Street Northeast
Salem, OR 97301
(503) 986-1848

Health Department

Jeanne Windham
Public Records Coordinator
Oregon Health Authority
500 Summer Street Northeast, E20
Salem, OR 97301
OHA.PublicRecords@state.or.us
(503) 947-5593

- Public records requests to the Oregon Health Authority can be made through its [online portal](#).



Pennsylvania

Public Records Laws

- Pennsylvania Sunshine Act ([65 Pennsylvania Statute C.S. §§ 701 et seq.](#))
- Pennsylvania Right to Know Law ([65 Pennsylvania Statute § 67.101 et seq.](#))

Notes

- Public records requests are referred to as Sunshine requests and Right to Know requests in Pennsylvania.
- Pennsylvania law requires responses within 5 business days.
- The [Pennsylvania Freedom of Information Coalition](#) provides a myriad of resources for submitting public records requests in the state.

Governor

Office of the Governor
200 South Broad Street
11th Floor
Philadelphia, PA 19102
(215) 560-2640

Attorney General

Right-to-Know Officer
Office of the Attorney General
16th Floor, Strawberry Square
Harrisburg, PA 17101
rtkl@attorneygeneral.gov
(717) 783-1111

- In addition to e-mail, public records requests to the office of the attorney general can be made through its [online portal](#).

Legislature

House

Brooke I. Wheeler, Esq.
House Counsel &
Right-to-Know Administrator
Pennsylvania State House of
Representatives
133 Main Capitol Building
Harrisburg, PA 17120
righttoknow@pabmc.net
(717) 787-7431

- Public records requests to the Pennsylvania House of Representatives can be made through its [online portal](#).

Senate

Donetta D’Innocenzo
Open Records Officer
Pennsylvania State Senate
North Office Building, Room 104
Harrisburg PA 17120
RTKofficer@occ.pasen.gov
(717) 787-7163

- Public records requests to the Pennsylvania Senate can be made through its [online portal](#).

Health Department

Lisa Keefer
Agency Open Records Officer
Department of Health
Health & Welfare Building, Rm. 825
625 Forster Street
Harrisburg, PA 17120
PADOHRTK@pa.gov
(717) 705-6042



Rhode Island

Public Records Laws

- Rhode Island Open Meetings Act ([R.I. Gen. Laws §§42-46-1](#))
- Rhode Island Access to Public Records Act, or APRA ([R.I. Gen. Laws §§38-2-1](#))

Notes

- Public records requests are referred to as APRA requests in Rhode Island.
- Rhode Island law does not require a specific response time.

Governor

Office of the Governor
82 Smith Street, Room 109
Providence, RI 02903
(401) 222-2080

Attorney General

Office of the Attorney General
150 South Main Street
Providence, RI 02903
aprarequest@riag.ri.gov
(401) 274-4400

Health Department

Pamela Lopes
3 Capitol Hill, Room 404
Providence, RI 02908
Pamela.Lopes@health.ri.gov
(401) 222-1036

Legislature

House and Senate

JCLS Executive Director
Rhode Island General Assembly
Joint Committee on Legislative Services
82 Smith Street, Room 3
Providence, RI 02903
publicinfo@rilegislature.gov
(401) 222-6533

- The Rhode Island General Assembly provides this [form](#) with which public records requests can be made.

South Carolina



Public Records Laws

- South Carolina Open Meetings Law ([S.C. Code Ann. §30-4-60 et seq.](#))
- South Carolina Freedom of Information Act ([S.C. Code Ann. §30-4-10 to 30-4-55](#))

Notes

- Public records requests are referred to as FOIA requests in South Carolina.
- South Carolina law requires responses within 15 business days.

Governor

Office of the Governor
Attn: FOIA
1100 Gervais Street
Columbia, SC 29201
FOIA@governor.sc.gov

Legislature

House and Senate

- Public records requests must be filed with individual legislators. Contact information for legislators can be found at scstatehouse.gov.

Attorney General

FOIA Officer
Office of the Attorney General
P.O. Box 11549
Columbia, SC 29211
FOIA@scag.gov

Health Department

Department of Health and Environmental Control
2600 Bull Street
Columbia, SC 29201
foi@dhec.sc.gov
(803) 898-3432

- Public records requests must be filled out using [SCDHEC's form](#).



South Dakota

Public Records Laws

- South Dakota Open Meetings Law ([SDCL Chapter 1-25](#))
- South Dakota Sunshine Law ([SDCL Chapter 1-27](#))

Notes

- Public records requests are referred to as Sunshine requests in South Dakota.
- South Dakota law requires responses within 10 business days.

Governor

Office of the Governor
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3212

Attorney General

Office of the Attorney General
1302 E Hwy 14, Suite 1
Pierre, SD 57501
(605) 773-3215

Legislature

House and Senate

Legislative Research Council
South Dakota State Legislature
500 East Capitol Avenue
Capitol Building, 3rd Floor
Pierre, SD 57501
LRC@sdlegislature.gov
(605) 773-3251

Health Department

Department of Health
207 East Missouri Avenue, Suite 1A
Pierre, SD 57501
(605) 773-4961



Tennessee

Public Records Laws

- Tennessee Open Meetings Law ([Tenn. Code Ann. 8-44-101 et seq.](#))
- Tennessee Open Records Act ([Tenn. Code Ann. 10-7-503 et seq.](#))

Notes

- Tennessee can block out-of-state requestors.
- Tennessee law requires responses within 7 business days.
- The [Tennessee Coalition for Open Government](#) provides numerous resources to those filing public records requests in the state, including a [guide to the state's laws](#).

Governor

Office of the Governor
600 Charlotte Ave
Nashville, TN 37243
(615) 741-3763

Attorney General

Office of the Attorney General
P.O. Box 20207
Nashville, TN 37202
(615) 741-3491

Health Department

Department of Health
710 James Robertson Parkway
Nashville, TN 37219
(615) 253-8746

Legislature

House

Tammy Clerk
Chief Clerk of the House
Tennessee State House of Representatives
State Capitol, 2nd Floor
Nashville, TN 37243
tammy.letzler@capitol.tn.gov
(615) 741-3569

Senate

Russell Humphrey
Chief Clerk of the Senate
Tennessee State House of Representatives
State Capitol, 2nd Floor
Nashville, TN 37243
russell.humphrey@capitol.tn.gov
(615) 741-2730



Texas

Public Records Laws

- Texas Open Meetings Act ([Texas Government Code Chapter 551](#))
- Texas Public Information Act ([Texas Government Code 552](#))

Notes

- Texas law requires responses within 10 business days.
- Texas in general has responsive records officers but are often slow to release documents.
- The [Freedom of Information Foundation of Texas](#) maintains a number of resources for those submitting public records requests. It also runs a FOI hotline at (800) 580-6651.

Governor

Office of the Governor
Public Information Request
General Counsel Division
P.O. Box 12428
Austin, TX 78711
publicrecords@gov.texas.gov

Health Department

Open Records Coordinator
Texas Department of Health and Human
Services
P.O. Box 149347
Austin, Texas 78714
openrecords@dshs.texas.gov

Attorney General

Office of the Attorney General
P.O. Box 12548
Austin, TX 78711

- Public records requests to the office of the attorney general can be made through its [online portal](#).

Legislature

House

- To submit public records requests to the Texas State House, representatives must be contacted directly. This information can be found on house.texas.gov.

Senate

Patsy Spaw
Secretary of the Senate
Texas State Senate
P.O. Box 12068
Austin, TX 78711
patsy.spaw@senate.state.tx.gov



Utah

Public Records Laws

- Utah Open and Public Meetings Act ([Utah Code Title 52, Chapter 4](#))
- Utah Government Records Access and Management Act, or GRAMA ([Utah code Title 63G, Chapter 2](#))

Notes

- Public records requests are referred to as GRAMA requests in Utah.
- Utah law requires responses within 10 days.
- Utah has one of the best public records systems of any state level.
- Most records requests can be made through the state's [website portal](#).

Governor

Mr. Ash McMurray
Deputy General Counsel
350 North State Street, Suite
200
PO Box 142220
Salt Lake City, Utah 84114-2220
amcmurray@utah.gov
(801) 538-1046

- Public records requests to the governor's office cannot be filed through the state portal. Instead, e-mail them to the governor's deputy general counsel.

Attorney General

GRAMA Coordinator
Office of the Attorney General
PO Box 140860
Salt Lake City, Utah 84114-0860
ago_grama_coordinator@agutah.gov

- The office of the attorney general provides a [form](#) which can be used to submit public records requests.

Health Department

Tom Hudachko
Director of Communications
Department of Health
288 N 1460 W
Salt Lake City, UT 84116
thudachko@utah.gov

- Public records requests to the Department of Health can be filed by e-mail; they can also be filed through the state's [online portal](#).

Legislature

House

Utah State House of
Representatives
350 North State, Suite 350
P.O. Box 145030
Salt Lake City, Utah 84114
(801) 538-1408

Senate

Utah State Senate
350 North State, Suite 320
PO Box 145115
Salt Lake City, Utah 84114
(801) 538-1408

- The Utah State Legislature provides a [form](#) which can be used to submit public records requests with both the House and the Senate.



Vermont

Public Records Laws

- Vermont Open Meetings Law ([Vermont Statute Title 1, Chapter 5.310](#))
- Vermont Public Records Law ([Vermont Statute Title 1, Chapter 5.315](#))

Notes

- Vermont law requires responses within 3 business days.

Governor

Karen Pallas, Records Officer
Office of the Governor
109 State Street
Montpelier, VT 05633
Karen.Pallas@vermont.gov
(802) 828-3333

Legislature

House and Senate

Vermont General Assembly
State House
115 State Street
Montpelier, VT 05633-5301
(802) 828-2228

Attorney General

Office of the Attorney General
109 State Street
Montpelier, VT 05609-1001
ago.info@vermont.gov
(802) 828-3171

Health Department

Department of Health and Human Services
208 Hurricane Lane
Williston, VT 05495
VDHPublicRecordsRequests@vermont.gov
(802) 585-5125

- In addition to e-mail, public records requests to the office of the attorney general can be made through its [online portal](#).



Virginia

Public Records Laws

- Virginia Freedom of Information Act, or FOIA ([Virginia Freedom of Information Act: §§ 2.2-3700 - 2.2-3714](#))

Notes

- Virginia law requires responses within 5 business days.
- Virginia can block out-of-state requestors.

Governor

Office of the Governor
P.O. Box 1475
Richmond, VA 23218
(804) 786-2211

Legislature

- Virginia law does not subject the Virginia House of Delegates to public records requests.

Attorney General

Office of the Attorney General
900 East Main Street
Richmond, VA 23219
(804) 786-2071

Health Department

Department of Health
109 Governor Street
Richmond, VA 23219
(804) 864-7006



Washington

Public Records Laws

- Washington Open Public Meetings Act ([Chapter 42.30 RCW](#))
- Washington Public Records Act ([Chapter 42.56 RCW](#))

Notes

- Washington law requires responses within 5 business days.
- The [Washington Coalition for Open Government](#) provides resources including a public records [help line](#), which can be reached at (206) 782-0393.

Governor

Office of the Governor
P.O. BOX 40002
Olympia, WA 98504
(360) 902-4118

Legislature

House and Senate

Washington State Legislature
P.O. Box 40500
Olympia, WA 98504-0600
(360) 786-7573

Attorney General

Office of the Attorney General
Public Records Unit
P.O. Box 40100
Olympia, WA 98504
publicrecords@atg.wa.gov
(360) 586-3568

- The office of the attorney general provides a [form](#) which can be used to submit public records requests.

Health Department

Public Records Officer
Department of Health
Secretary of Health and Center for Public Affairs
P.O. Box 47865
Tumwater, WA 98504
prd@doh.wa.gov
(360) 236-4220



West Virginia

Public Records Laws

- West Virginia Open Governmental Proceedings Act ([W.Va. Code §6-9A-1 et seq.](#))
- West Virginia Freedom of Information Act, or FOIA ([W.Va. Code §29B-1-1 et seq.](#))

Notes

- Public records requests are referred to as FOIA requests in West Virginia.
- West Virginia law requires responses within 5 business days.

Governor

Office of the Governor
1900 Kanawha Boulevard East
Charleston, WV 25305
(304) 558-2000

Attorney General

Office of the Attorney General
Bldg. 1, Room E-26
Charleston, WV 25305
(304) 558-2021

Health Department

Department of Health and Human Resources
One Davis Square, Suite 100 East
Charleston, WV 25301
DHHRSecretary@wv.gov
(304) 558-0684

Legislature

House

Steve Harrison
House Clerk
Room 212, Bldg. 1
State Capitol Complex
Charleston, WV 25305
House.clerk@wvhouse.gov
(304) 340-3200

Senate

Clark Lee Cassis
Senate Clerk
Room 211M, Bldg. 1
State Capitol Complex
Charleston, WV 25305
Senate.clerk@wvsenate.gov
(304) 357-7800



Wisconsin

Public Records Laws

- Wisconsin Open Meetings Law ([Wisconsin Statute 19.81 et seq.](#))
- Wisconsin Open Records Law ([Wisconsin Statute 19.21 et seq.](#))

Notes

- Wisconsin law does not require a specific response time.
- The [Wisconsin Freedom of Information Council](#) provides a myriad of resources for submitting public records in the state.

Governor

Office of the Governor
115 E Capitol
Madison, WI 53702
(608) 266-1212

Attorney General

Paul M. Ferguson
Office of Open Government
Wisconsin Department of Justice
P.O. Box 7857
Madison, WI 53707
dojcommunications@doj.state.wi.us
(608) 266-1221

Health Department

Department of Health Services
1 West Wilson Street
Madison, WI 53703
(608) 266-8502

Legislature

House

Wisconsin State Assembly
Office of the Assembly Chief Clerk
17 West Main Street, Room 401
Madison, Wisconsin 53703
(608) 266-1501

Senate

Wisconsin State Senate
Office of the Senate Chief Clerk
P.O. Box 7882
Madison, WI 53707
(608) 266-2517

Wyoming



Public Records Laws

- Wyoming Public Meetings Law ([Wyo. Stat. § 16-4-401 et seq.](#))
- Wyoming Sunshine Law ([Wyo. Stat. § 16-4-201 et seq.](#))

Notes

- Public records requests are referred to as Sunshine requests in Wyoming.
- Wyoming law does not require a specific response time.
- Wyoming public records are overseen by the public records ombudsman, who can be contacted at pr.ombudsman@wyo.gov or reached by this [online form](#).

Governor

Office of the Governor
200 West 24th Street
Cheyenne, WY 82002
(307) 777-7434

Attorney General

Office of the Attorney General
200 West 24th Street
Cheyenne, WY 82001
(307) 777-7841

Legislature

House and Senate

Wyoming State Legislature
Wyoming Legislative Service Office
200 West 24th Street
Cheyenne, WY 82002
iso@wyoleg.gov
(307) 777-7881

Health Department

Department of Health
Office of Privacy, Security, and Contracts
(OPSC)
2300 Capitol Avenue
Cheyenne, WY 82001
wdh-recordrequests@wyo.gov
(307) 777-2990



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EQUITY

FORWARD