Learn the law

•Learn the law: Familiarize yourself with legal statutes and regulations relevant to public records and information access.



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Learn the retention schedule

•Understand the timelines for keeping public records and the policies for their retention and disposal.



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Quote the law

•Refer directly to specific statutes or regulations when requesting public records to support your request, either initially or in subsequent communications. "Good faith" clauses are of great help.



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Don't be afraid to cc the general counsel

•Including an organization's legal counsel in communications, either initially or after you encounter difficulty with its press shop, can ensure adherence to law.



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Don't be afraid to make the record search a story in itself



Photo by Elena Mozhvilo on Unsplash

Ask for what others have asked for

- •Ask for what others have asked for: Requesting previously requested records can streamline your search and provide insight into commonly sought information.
 - Army Corps
 - FERC
 - GA PUCO



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Treat records custodians like sources

 Approach records custodians as valuable sources of information, building relationships to facilitate access and understanding of public records. Call them. Text them.

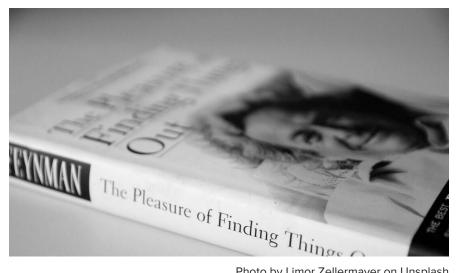


Photo by Limor Zellermayer on Unsplash

Go ahead, be an idiot

•Go ahead, be an idiot: Embrace curiosity and the willingness to ask questions, even if they seem simple or obvious or dumb. This approach can uncover unexpected insights and information.



Photo by Sarah Doody on Unsplash

Don't be afraid to call adverse parties

- •If the state notifies adverse parties that you have requested records, don't be afraid to call the attorney handling that at the adverse organization: Engaging directly with the attorney can clarify legal aspects, expedite the process, and ensure your rights to access public records are upheld. It may also piss them off and make them act foolish.
 - MSCI
 - Sullivan and Cromwell



Photo by Thomas Müller on Unsplash

Create an archive as you go

- •Create an archive as you go: Systematically organizing and archiving records from the start can save time and ensure you have all necessary documentation readily available.
 - Use a consistent dating system for all your returned requests
 - Keep a spreadsheet



Photo by Nana Smirnova on Unsplash

Key records to ask for

•Key records to ask for: - Who has quit - How much people get paid - Raises - Inspector general reports - conflict of interest disclosures or waivers - \$\$\$\$ disclosures - stock purchases - contracts - DONT BE AFRAID TO ASK FOR THE WHOLE GOSHDARN DATABASE



Photo by Towfiqu barbhuiya on Unsplash

A note on trial discovery - GO AFTER IT

 Pursue trial discovery documents aggressively as they can reveal crucial information and insights for your investigation or research. They are PUBLIC RECORDS.



Photo by Noble Mitchell on Unsplash

Use the docket to your advantage

- •Are there redacted filings?
- •Is there a notice of a deposition? Call the court recorder who took the depo and BUY IT.

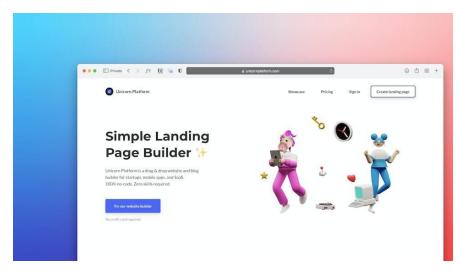


Photo by Team Nocoloco on Unsplash

Don't be afraid to call and ask for depositions

•Don't be afraid to call and ask for depositions: Depositions can provide valuable insights into a case. Don't hesitate to request them for more in-depth information.



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Clerks of courts are your friends

- •Clerks of courts are your friends: Court clerks can be invaluable allies in navigating legal processes and obtaining public records. Foster positive relationships with them for assistance. Understand how their filing systems operate.
 - o Ex Frank Artiles



Photo by Louis Reed on Unsplash

USE GOOGLE PINPOINT

•USE GOOGLE PINPOINT: Utilize Google Pinpoint to analyze large volumes of documents. This tool can significantly aid in sifting through information and finding relevant data quickly.



Photo by Benjamin Dada on Unsplash

Get your attorney involved early and often- especially if there are prevailing party fees

•especially if there are prevailing party fees:
Engaging legal counsel early in the process can be crucial, especially in cases where the prevailing party may be awarded fees. This ensures proper legal guidance and strategy from the start.

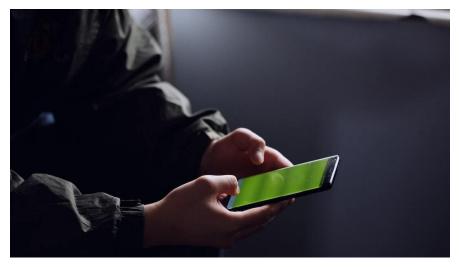


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