



NORTH CAROLINA

State Board of Elections

Mailing Address:
P.O. Box 27255
Raleigh, NC 27611-7255

Phone: (919) 733-7173
Fax: (919) 715-0135

KIM WESTBROOK STRACH
Executive Director

NUMBERED MEMO 2016-24

TO: County Boards of Elections
FROM: Kim Strach, Executive Director
RE: **Requests for Information Process**
DATE: November 12, 2016

North Carolina's Public Records Act requires that agencies provide responsive documents as soon as practicable. Of course, all county boards of elections are working under a tight statutory deadline in the lead-up to canvass with little bandwidth to handle additional tasks. It is, however, important to the work of elections that candidates and affected parties have the information they need to have confidence in canvassed results. Please do all you can to respond promptly to requests, prioritizing requests affecting Tuesday's election.

Process:

1. Upon receipt of any public records request between now and State Canvass, please email a copy to my attention at kim.strach@ncsbe.gov and copy legal.team@ncsbe.gov. We will make every effort to respond immediately, informing you what records we may provide on your behalf.
2. We will provide the requestor with a link at which productions will be made publically available here: <https://goo.gl/Ifs2fW>