

---

**From:** Neff, Katie (CRT) <(b)(6)>  
<(b)(6)>  
**Sent:** 7/9/2025 1:03:52 PM  
**To:** Riordan, Maureen (CRT) <(b)(6)>; Gates, Michael (CRT) <(b)(6)>  
**Subject:** RE: DOJ Civil Rights Division contact

This was their response after I sent an email requesting the voter rolls where I cited the following:

Pursuant to the National Voter Registration Act, "Each State shall maintain for at least 2 years and shall make available for public inspection and, where available, photocopying at a reasonable cost, **all records** concerning the implementation of programs and activities conducted for the purpose of ensuring the accuracy and currency of official lists of eligible voters, except to the extent that such records relate to a declination to register to vote or to the identity of a voter registration agency through which any particular voter is registered." 52 U.S.C.A. § 20507 (emphasis added).

Their legal counsel must have looked at it and did not believe their state law was preempted.

---

**From:** Riordan, Maureen (CRT) <(b)(6)>  
**Sent:** Tuesday, July 8, 2025 5:43 PM  
**To:** Gates, Michael (CRT) <(b)(6)>; Neff, Katie (CRT) <(b)(6)>  
**Subject:** Re: DOJ Civil Rights Division contact

Correct but we need to request in writing and cite the proper provision of the NVRA

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**From:** Gates, Michael (CRT) <(b)(6)>  
**Sent:** Tuesday, July 8, 2025 5:41:18 PM  
**To:** Neff, Katie (CRT) <(b)(6)>; Riordan, Maureen (CRT) <(b)(6)>  
**Subject:** FW: DOJ Civil Rights Division contact

Katie, discuss with Maureen <(b)(5)>  
<(b)(5)>

**Michael E. Gates**  
Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: <(b)(6)>

---

**From:** Paul Zirix <(b)(6)>  
**Sent:** Tuesday, July 8, 2025 4:52 PM  
**To:** Neff, Katie (CRT) <(b)(6)>  
**Cc:** Gates, Michael (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] RE: DOJ Civil Rights Division contact

Ms. Neff,

Thank you again for contacting us. As I stated on the phone, we take election security and integrity very seriously in Oklahoma and want to be as helpful as possible in fulfilling your request.

You can gain immediate access to the *publicly available* voter list by completing the "Request to Download Voter List" form and we will set up an account for you. Here is the link: <https://oklahoma.gov/elections/candidates/voter-list/request-to-download-voter-list.html>.

However, as we discussed, the publicly available voter list does not include a driver license number or last 4 SSN because these items are *not* public records and are **required to be kept confidential** pursuant to [26 O.S. § 4-112\(H\)](#).

As I stated during our phone call, our intention is to provide you the information requested, but we must ensure that we follow applicable state and federal laws in doing so. To that end we have contacted our legal counsel at the Office of the Attorney General to review applicable laws regarding the sharing of the "non-public" voter list containing the driver license numbers and last 4 SSNs.

If you are aware of a federal law that specifically authorizes or requires the sharing of personally identifying information contained in the voter registration records, please provide the citation so I can share it with our counsel at the Attorney General's office. It may also be helpful to the legal review if you can clarify the purpose of the request and can verify that the voter list is only for DOJ's use, not other organizations. There also may be questions regarding the security protocols that will be in place to protect our state's data, so if you can provide this information I will share it with our legal counsel, too.

Additionally, a new law enacted by the Oklahoma Legislature allows the Secretary of the State Election Board to compare Oklahoma's list of registered voters in this state with the database of any federal agency that maintains information regarding the citizenship of persons residing in this state, and provides a process to remove and make a criminal referrals for individuals that are a definitive match. This law takes effect on November 1, and our office intends to utilize it.

We also discussed that county election board secretaries in Oklahoma have been referring the names of individuals on the voter rolls who were released from jury duty for being noncitizens. These referrals are made to the appropriate U.S. Attorney in our state. To date, we do not know whether there have been any investigations or prosecutions of these individuals. While the number of these referrals is rather small, we would appreciate any feedback about whether our efforts in Oklahoma in that regard have been fruitful.

Finally, as I mentioned during the phone call, we have been seeking assistance from the U.S. Department of Homeland Security since last year regarding our efforts to cross-check the names of Oklahoma registered voters against the information systems and databases maintained and accessible by USCIS related to citizenship status. It is my understanding that the limitations on the current SAVE system will not assist in these efforts at this time, so we would appreciate any assistance your team might offer in allowing us to compare such data.

I will circle back to you when I have heard back from our legal counsel, but in the meantime I would encourage you to access the publicly available voter list described above. Thank you again for reaching out!

**Paul Ziriak**  
Secretary  
Oklahoma State Election Board

*Learn more about the security and integrity of Oklahoma's elections:*  
<https://oklahoma.gov/elections/security-integrity.html>

---

**From:** Neff, Katie (CRT) <(b)(6)>  
**Sent:** Tuesday, July 1, 2025 2:17 PM  
**To:** Paul Ziriak <(b)(6)>  
**Cc:** Gates, Michael (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] RE: DOJ Civil Rights Division contact

Secretary Ziriak,

Thank you for your call today. And thank you for agreeing to provide your computerized state-wide voter registration list. We do not need Oklahoma-specific voter identification numbers, but we do need the registrants' DL or last 4 of SSN if they provided them. Pursuant to the National Voter Registration Act, "Each State shall maintain for at least 2 years and shall make available for public inspection and, where available, photocopying at a reasonable cost, **all records** concerning the implementation of programs and activities conducted for the purpose of ensuring the accuracy and currency of official lists of eligible voters, except to the extent that such records relate to a declination to register to vote or to the identity of a voter registration agency through which any particular voter is registered." 52 U.S.C.A. § 20507 (emphasis added).

We appreciate your quick response and look forward to receiving your voter registration list soon.

Best,

Katie

---

**From:** Paul Ziriak <(b)(6)>  
**Sent:** Tuesday, July 1, 2025 2:32 PM  
**To:** Neff, Katie (CRT) <(b)(6)>  
**Cc:** Gates, Michael (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] RE: DOJ Civil Rights Division contact

I have time now, so I will try to call you in a few minutes at your number listed below. Thanks.

**Paul Ziriak**  
Secretary  
Oklahoma State Election Board

*Learn more about the security and integrity of Oklahoma's elections:*  
<https://oklahoma.gov/elections/security-integrity.html>

---

**From:** Neff, Katie (CRT) <(b)(6)>  
**Sent:** Tuesday, July 1, 2025 1:21 PM  
**To:** Paul Ziriak <(b)(6)>  
**Cc:** Gates, Michael (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] DOJ Civil Rights Division contact

Good afternoon Secretary Ziriak,

I am Counsel at the Civil Rights Division working for AAG Harmeet Dhillon. I would like to speak with you about some voting information regarding Oklahoma. Would there be a time that you might be available to speak with me? I am available most days this week before the holiday. Of course, I can be available on the holiday or the weekend if that works for you.

I look forward to connecting at your earliest convenience on this issue.

Thank you in advance,

**Katie Neff** | Counsel  
Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Ave. NW | Washington, DC 20530

(b)(6) | (b)(6)

---

**From:** Riordan, Maureen (CRT) [(b)(6)]  
**Sent:** 7/8/2025 9:39:17 PM  
**To:** Neff, Katie (CRT) [(b)(6)]; Gates, Michael (CRT) [(b)(6)]  
**Subject:** Re: DOJ Civil Rights Division contact

(b)(5)

let's discuss in the morning as I'm leaving at 5:45 (b)(6)

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**From:** Neff, Katie (CRT) [(b)(6)]  
**Sent:** Tuesday, July 8, 2025 5:33:15 PM  
**To:** Riordan, Maureen (CRT) [(b)(6)]; Gates, Michael (CRT) [(b)(6)]  
**Subject:** FW: DOJ Civil Rights Division contact

How should I respond to Oklahoma? (b)(5)

(b)(5)

---

**From:** Paul Zirix [(b)(6)]  
**Sent:** Tuesday, July 8, 2025 4:52 PM  
**To:** Neff, Katie (CRT) <[(b)(6)]>  
**Cc:** Gates, Michael (CRT) [(b)(6)]  
**Subject:** [EXTERNAL] RE: DOJ Civil Rights Division contact

Ms. Neff,

Thank you again for contacting us. As I stated on the phone, we take election security and integrity very seriously in Oklahoma and want to be as helpful as possible in fulfilling your request.

You can gain immediate access to the *publicly available* voter list by completing the "Request to Download Voter List" form and we will set up an account for you. Here is the link: <https://oklahoma.gov/elections/candidates/voter-list/request-to-download-voter-list.html>.

However, as we discussed, the publicly available voter list does not include a driver license number or last 4 SSN because these items are *not* public records and are **required to be kept confidential** pursuant to [26 O.S. § 4-112\(H\)](#).

As I stated during our phone call, our intention is to provide you the information requested, but we must ensure that we follow applicable state and federal laws in doing so. To that end we have contacted our legal counsel at the Office of the Attorney General to review applicable laws regarding the sharing of the "non-public" voter list containing the driver license numbers and last 4 SSNs.

If you are aware of a federal law that specifically authorizes or requires the sharing of personally identifying information contained in the voter registration records, please provide the citation so I can share it with our counsel at the Attorney General's office. It may also be helpful to the legal review if you can clarify the purpose of the request and can verify that the voter list is only for DOJ's use, not other organizations. There also may be questions regarding the security protocols that will be in place to protect our state's data, so if you can provide this information I will share it with our legal counsel, too.

Additionally, a new law enacted by the Oklahoma Legislature allows the Secretary of the State Election Board to compare Oklahoma's list of registered voters in this state with the database of any federal agency that maintains information regarding the citizenship of persons residing in this state, and provides a process to remove and make a criminal referrals for individuals that are a definitive match. This law takes effect on November 1, and our office intends to utilize it.

We also discussed that county election board secretaries in Oklahoma have been referring the names of individuals on the voter rolls who were released from jury duty for being noncitizens. These referrals are made to the appropriate U.S. Attorney in our state. To date, we do not know whether there have been any investigations or prosecutions of these individuals. While the number of these referrals is rather small, we would appreciate any feedback about whether our efforts in Oklahoma in that regard have been fruitful.

Finally, as I mentioned during the phone call, we have been seeking assistance from the U.S. Department of Homeland Security since last year regarding our efforts to cross-check the names of Oklahoma registered voters against the information systems and databases maintained and accessible by USCIS related to citizenship status. It is my understanding that the limitations on the current SAVE system will not assist in these efforts at this time, so we would appreciate any assistance your team might offer in allowing us to compare such data.

I will circle back to you when I have heard back from our legal counsel, but in the meantime I would encourage you to access the publicly available voter list described above. Thank you again for reaching out!

**Paul Ziri**  
Secretary  
Oklahoma State Election Board

*Learn more about the security and integrity of Oklahoma's elections:*  
<https://oklahoma.gov/elections/security-integrity.html>

---

**From:** Neff, Katie (CRT) <(b)(6)>  
**Sent:** Tuesday, July 1, 2025 2:17 PM  
**To:** Paul Ziri <(b)(6)>  
**Cc:** Gates, Michael (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] RE: DOJ Civil Rights Division contact

Secretary Ziri,

Thank you for your call today. And thank you for agreeing to provide your computerized state-wide voter registration list. We do not need Oklahoma-specific voter identification numbers, but we do need the registrants' DL or last 4 of SSN if they provided them. Pursuant to the National Voter Registration Act, "Each State shall maintain for at least 2 years and shall make available for public inspection and, where available, photocopying at a reasonable cost, **all records** concerning the implementation of programs and activities conducted for the purpose of ensuring the accuracy and currency of official lists of eligible voters, except to the extent that such records relate to a declination to register to vote or to the identity of a voter registration agency through which any particular voter is registered." 52 U.S.C.A. § 20507 (emphasis added).

We appreciate your quick response and look forward to receiving your voter registration list soon.

Best,

Katie

---

**From:** Paul Ziriaux <(b)(6)>  
**Sent:** Tuesday, July 1, 2025 2:32 PM  
**To:** Neff, Katie (CRT) <(b)(6)>  
**Cc:** Gates, Michael (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] RE: DOJ Civil Rights Division contact

I have time now, so I will try to call you in a few minutes at your number listed below. Thanks.

**Paul Ziriaux**  
Secretary  
Oklahoma State Election Board

*Learn more about the security and integrity of Oklahoma's elections:*  
<https://oklahoma.gov/elections/security-integrity.html>

---

**From:** Neff, Katie (CRT) <(b)(6)>  
**Sent:** Tuesday, July 1, 2025 1:21 PM  
**To:** Paul Ziriaux <(b)(6)>  
**Cc:** Gates, Michael (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] DOJ Civil Rights Division contact

Good afternoon Secretary Ziriaux,

I am Counsel at the Civil Rights Division working for AAG Harmeet Dhillon. I would like to speak with you about some voting information regarding Oklahoma. Would there be a time that you might be available to speak with me? I am available most days this week before the holiday. Of course, I can be available on the holiday or the weekend if that works for you.

I look forward to connecting at your earliest convenience on this issue.

Thank you in advance,

**Katie Neff** | Counsel  
Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Ave. NW | Washington, DC 20530

(b)(6) | (b)(6)

---

**From:** Riordan, Maureen (CRT) <(b)(6)>  
(b)(6)  
**Sent:** 8/12/2025 11:57:01 AM  
**To:** Tucker, James T. (CRT) <(b)(6)>  
**Subject:** FW: DOJ Civil Rights Division contact Oklahoma

---

**From:** Neff, Katie (CRT) <(b)(6)>  
**Sent:** Wednesday, August 6, 2025 12:27 PM  
**To:** Mellett, Timothy F (CRT) <(b)(6)>  
**Cc:** Riordan, Maureen (CRT) <(b)(6)>; Gates, Michael (CRT) <(b)(6)>  
**Subject:** FW: DOJ Civil Rights Division contact Oklahoma

For the letter to Oklahoma

---

**From:** Paul Zirix <(b)(6)>  
**Sent:** Tuesday, July 8, 2025 4:52 PM  
**To:** Neff, Katie (CRT) <(b)(6)>  
**Cc:** Gates, Michael (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] RE: DOJ Civil Rights Division contact

Ms. Neff,

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**Paul Ziriak**  
Secretary  
Oklahoma State Election Board

*Learn more about the security and integrity of Oklahoma's elections:*  
<https://oklahoma.gov/elections/security-integrity.html>

---

**From:** Neff, Katie (CRT) <(b)(6)>  
**Sent:** Tuesday, July 1, 2025 2:17 PM  
**To:** Paul Ziriak <(b)(6)>  
**Cc:** Gates, Michael (CRT); (b)(6)  
**Subject:** [EXTERNAL] RE: DOJ Civil Rights Division contact

Secretary Ziriak,

Thank you for your call today. And thank you for agreeing to provide your computerized state-wide voter registration list. We do not need Oklahoma-specific voter identification numbers, but we do need the registrants' DL or last 4 of SSN if they provided them. Pursuant to the National Voter Registration Act, "Each State shall maintain for at least 2 years and shall make available for public inspection and, where available, photocopying at a reasonable cost, **all records** concerning the implementation of programs and activities conducted for the purpose of ensuring the accuracy and currency of official lists of eligible voters, except to the extent that such records relate to a declination to register to vote or to the identity of a voter registration agency through which any particular voter is registered." 52 U.S.C.A. § 20507 (emphasis added).

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Best,

Katie

---

**From:** Paul Ziriaux <(b)(6)>  
**Sent:** Tuesday, July 1, 2025 2:32 PM  
**To:** Neff, Katie (CRT) <(b)(6)>  
**Cc:** Gates, Michael (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] RE: DOJ Civil Rights Division contact

I have time now, so I will try to call you in a few minutes at your number listed below. Thanks.

**Paul Ziriaux**  
Secretary  
Oklahoma State Election Board

*Learn more about the security and integrity of Oklahoma's elections:*  
<https://oklahoma.gov/elections/security-integrity.html>

---

**From:** Neff, Katie (CRT) <(b)(6)>  
**Sent:** Tuesday, July 1, 2025 1:21 PM  
**To:** Paul Ziriaux <(b)(6)>  
**Cc:** Gates, Michael (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] DOJ Civil Rights Division contact

Good afternoon Secretary Ziriaux,

I am Counsel at the Civil Rights Division working for AAG Harmeet Dhillon. I would like to speak with you about some voting information regarding Oklahoma. Would there be a time that you might be available to speak with me? I am available most days this week before the holiday. Of course, I can be available on the holiday or the weekend if that works for you.

I look forward to connecting at your earliest convenience on this issue.

Thank you in advance,

**Katie Neff** | Counsel  
Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Ave. NW | Washington, DC 20530  
(b)(6) | (b)(6)

**DOCUMENT WITHHELD IN FULL UNDER FOIA EXEMPTION B(5).**

**DOCUMENT WITHHELD IN FULL UNDER FOIA EXEMPTION B(5).**

---

**From:** Mellett, Timothy F (CRT) <(b)(6)>  
**Sent:** 7/31/2025 5:52:55 PM  
**To:** Hayes, Chris (CRT) <(b)(6)>; Riordan, Maureen (CRT) <(b)(6)>  
**Subject:** RE: Follow up request to our discussion today

Yes, it is. Thanks!

---

**From:** Hayes, Chris (CRT) <(b)(6)>  
**Sent:** Thursday, July 31, 2025 1:39 PM  
**To:** Riordan, Maureen (CRT) <(b)(6)>; Mellett, Timothy F (CRT) <(b)(6)>  
**Subject:** RE: Follow up request to our discussion today

Maureen,  
I downloaded the Montana Voting file and saved it to below directory. Let me know if this is part of the **NVRA 2025 Voter List Maintenance Project** and I'll move it there.

(b)(7)(E)

-Chris

---

**From:** Riordan, Maureen (CRT) <(b)(6)>  
**Sent:** Thursday, July 31, 2025 12:29 PM  
**To:** Klein, Josh <(b)(6)>; Hayes, Chris (CRT) <Chris.(b)(6)>; Neff, Katie (CRT) <(b)(6)>  
**Cc:** James, Austin <(b)(6)>; Mellett, Timothy F (CRT) <(b)(6)>; Tucker, James T. (CRT) <J.(b)(6)>  
**Subject:** Re: Follow up request to our discussion today

Thank you so much. Your cooperation is appreciated.

Best

Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

(b)(6)

---

**From:** Klein, Josh <(b)(6)>  
**Sent:** Thursday, July 31, 2025 10:59:46 AM  
**To:** Hayes, Chris (CRT) <(b)(6)>; Riordan, Maureen (CRT) <(b)(6)>; Neff, Katie (CRT) <(b)(6)>  
**Cc:** James, Austin <Austin.James@mt.gov>; Mellett, Timothy F (CRT) <(b)(6)>; Tucker, James T. (CRT) <J.(b)(6)>  
**Subject:** [EXTERNAL] RE: Follow up request to our discussion today

File uploaded.

Don't hesitate to reach out if you have any questions.



**Josh Klein** | Elections and Voter Services Project Manager/Elections Specialist  
 Montana Secretary of State, Christi Jacobsen  
 State Capitol Building  
 Helena, MT 59601  
 PHONE (b)(6)

[website](#) | [email](#) | [map](#)

---

**From:** Hayes, Chris (CRT) (b)(6)  
**Sent:** Wednesday, July 30, 2025 10:18 AM  
**To:** Klein, Josh (b)(6); Riordan, Maureen (CRT) (b)(6); Neff, Katie (CRT) (b)(6)  
**Cc:** James, Austin (b)(6); Mellett, Timothy F (CRT) (b)(6); Tucker, James T. (CRT) (b)(6)  
**Subject:** [EXTERNAL] RE: Follow up request to our discussion today

Mr. Klein,  
 Another option is to upload the files to our secure file share using the link below. This method doesn't require any special account setup or permissions.

(b)(7)(E)

Thanks,  
 Chris

*Chris Hayes – PMP; FAC-COR II  
 IT Specialist  
 U.S. Department of Justice, Civil Rights Division  
 Administrative Management Section  
 950 Pennsylvania Ave, N.W., 4CON 11.1114b  
 Washington, DC 20530  
 Tel: (b)(6)*

---

**From:** Klein, Josh (b)(6)  
**Sent:** Tuesday, July 29, 2025 5:50 PM  
**To:** Riordan, Maureen (CRT) (b)(6); Neff, Katie (CRT) (b)(6)  
**Cc:** James, Austin (b)(6); Mellett, Timothy F (CRT) (b)(6); Tucker, James T. (CRT) (b)(6); Hayes, Chris (CRT) (b)(6)  
**Subject:** [EXTERNAL] RE: Follow up request to our discussion today

All,

I wanted to follow up on the request for file formatting. Ensuring that Montana's voter roles are clean and accurate is a high priority for this office.

I am happy to provide the current file format that we have if that will assist you in your endeavor. I would also be able to send this via Montana's secure file transfer service ([transfer.mt.gov](https://transfer.mt.gov)), however that does require that the recipient set up an OKTA account within the State. ([login.mt.gov](https://login.mt.gov))

Please advise,



**Josh Klein** | Elections and Voter Services Project Manager/Elections Specialist  
Montana Secretary of State, Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE (b)(6)

[website \[sosmt.gov\]](https://sosmt.gov) | [email](#) | [map \[protect2.fireeye.com\]](https://protect2.fireeye.com)

---

**From:** Riordan, Maureen (CRT) (b)(6)  
**Sent:** Monday, July 21, 2025 12:38 PM  
**To:** Klein, Josh (b)(6); Neff, Katie (CRT) (b)(6)  
**Cc:** James, Austin (b)(6); Mellett, Timothy F (CRT) (b)(6); Tucker, James T. (CRT) (b)(6); Hayes, Chris (CRT) (b)(6)  
**Subject:** [EXTERNAL] Re: Follow up request to our discussion today

Hello Josh, thanks for contacting us. I am out of the office and I have cc'd 2 attorneys from the Section, Tim Mellet and Jim Tucker, as well as our litigation support guru Chris Hayes for transfer. One of the attorneys will respond re the information and formatting etc. once you have that in order Chris Hayes will be able to accept the transfer of the data. Thanks so much for your cooperation. Someone will be in touch soon.  
Best  
Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

(b)(6)

---

**From:** Klein, Josh (b)(6)  
**Sent:** Monday, July 21, 2025 2:26:09 PM  
**To:** Riordan, Maureen (CRT) (b)(6); Neff, Katie (CRT) (b)(6)  
**Cc:** James, Austin (b)(6)  
**Subject:** [EXTERNAL] RE: Follow up request to our discussion today

Maureen,

I am following up on your request for Montana's Voter File. I have been asked by Austin James to ensure that you get what you need and I am happy to facilitate this.

While Montana does have a "Canned" voter file, I wanted to check with you and your team to determine if there are any file requirements that you may have or need to ensure that a file that I send you will be useable. I would also like to discuss secure file transmission options.

Your email below indicates that you have secure data sharing capabilities. I do as well by utilizing the State of Montana's File Transfer Service.

I look forward to assisting you, and please let me know if you have any questions.



**Josh Klein** | Elections and Voter Services Project Manager/Elections Specialist  
Montana Secretary of State, Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE [REDACTED]

[website](http://sosmt.gov)  
[\[sosmt.gov\]](http://sosmt.gov) | [email](mailto:)  
| [map](#)  
[\[protect2.fireeye.com\]](http://protect2.fireeye.com)

---

**From:** James, Austin [REDACTED]  
**Sent:** Tuesday, July 15, 2025 1:47 PM  
**To:** Klein, Josh [REDACTED]  
**Subject:** Fw: Follow up request to our discussion today

**Austin Markus James** | Chief Legal Counsel | Director of Elections  
Secretary of State Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE [REDACTED]

**CONFIDENTIALITY NOTICE:**

*This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential or privileged material, including attorney-client communications and attorney work product. Any unauthorized review, use, disclosure, or distribution is prohibited. This electronic transmission does not constitute a waiver of privilege. If you are not the intended recipient, and have received this message in error,*

---

**From:** Riordan, Maureen (CRT) <(b)(6)>  
**Sent:** Monday, July 14, 2025 1:28:32 PM  
**To:** James, Austin <(b)(6)>  
**Cc:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] Follow up request to our discussion today

Hello Austin, it was very nice to meet you today and thank you for being a willing partner in the Administration’s quest for election integrity. As I stated today, we are requesting a copy of Montana’s statewide voter registration list, so that we can facilitate a review for noncitizens and dead voters via DHS. Additionally, as I indicated we will also have the ability to determine if there are duplicate registrations . This information will be provided to you, so that you can make the adjustments as needed. As you are likely already aware, under both the National Voter Registration Act, (“NVRA”) and the Help America Vote Act, (“HAVA”), the attorney General is authorized to request the information from you. Also, we are Privacy act compliant and have secure data sharing capabilities.

Thanks again for your time and cooperation,  
Best,  
Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

(b)(6)  
(b)(6)

---

**From:** Mellett, Timothy F (CRT) [(b)(6)]  
**Sent:** 7/30/2025 2:15:35 PM  
**To:** Hayes, Chris (CRT) [(b)(6)]  
**CC:** Riordan, Maureen (CRT) [(b)(6)]  
**Subject:** RE: Follow up request to our discussion today

Hi Chris,

That would be great. Please do that. Thanks very much,

Tim

---

**From:** Hayes, Chris (CRT) [(b)(6)]  
**Sent:** Wednesday, July 30, 2025 10:14 AM  
**To:** Mellett, Timothy F (CRT) <[(b)(6)]>  
**Cc:** Riordan, Maureen (CRT) [(b)(6)]  
**Subject:** RE: Follow up request to our discussion today

Tim,

**Just FYI:** Another option is for me to send Josh Klein a JEFs upload invite. No special account creation is needed—he would simply receive a link via email to upload the data.

-Chris

---

**From:** Riordan, Maureen (CRT) [(b)(6)]  
**Sent:** Tuesday, July 29, 2025 6:02 PM  
**To:** Klein, Josh [(b)(6)]; Neff, Katie (CRT) <[(b)(6)]>  
**Cc:** James, Austin [(b)(6)]; Mellett, Timothy F (CRT) <[(b)(6)]>; Tucker, James T. (CRT) <[(b)(6)]>; Hayes, Chris (CRT) [(b)(6)]  
**Subject:** Re: Follow up request to our discussion today

Good afternoon Mr Klein,

I am forwarding your email to Timothy Mellet. He can facilitate the transfer through our litigation support team.

Thank you for your cooperation.

Sincerely

Maureen Riordan

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

[(b)(6)]

---

**From:** Klein, Josh [(b)(6)]  
**Sent:** Tuesday, July 29, 2025 5:49:42 PM  
**To:** Riordan, Maureen (CRT) <[(b)(6)]>; Neff, Katie (CRT) <[(b)(6)]>  
**Cc:** James, Austin [(b)(6)]; Mellett, Timothy F (CRT) <[(b)(6)]>; Tucker, James T. (CRT) <[(b)(6)]>; Hayes, Chris (CRT) [(b)(6)]  
**Subject:** [EXTERNAL] RE: Follow up request to our discussion today

All,

I wanted to follow up on the request for file formatting. Ensuring that Montana's voter roles are clean and accurate is a high priority for this office.

I am happy to provide the current file format that we have if that will assist you in your endeavor. I would also be able to send this via Montana's secure file transfer service (transfer.mt.gov), however that does require that the recipient set up an OKTA account within the State. (login.mt.gov)

Please advise,



**Josh Klein** | Elections and Voter Services Project Manager/Elections Specialist  
Montana Secretary of State, Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE (b)(6)

[website](#) | [email](#) | [map](#)

---

**From:** Riordan, Maureen (CRT) (b)(6)  
**Sent:** Monday, July 21, 2025 12:38 PM  
**To:** Klein, Josh (b)(6); Neff, Katie (CRT) <(b)(6)>  
**Cc:** James, Austin <(b)(6)>; Mellett, Timothy F (CRT) <(b)(6)>; Tucker, James T. (CRT) <(b)(6)>; Hayes, Chris (CRT) (b)(6)  
**Subject:** [EXTERNAL] Re: Follow up request to our discussion today

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Thanks so much for your cooperation. Someone will be in touch soon.

Best

Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

(b)(6)

---

**From:** Klein, Josh (b)(6)  
**Sent:** Monday, July 21, 2025 2:26:09 PM  
**To:** Riordan, Maureen (CRT) <(b)(6)>; Neff, Katie (CRT) <(b)(6)>  
**Cc:** James, Austin (b)(6)  
**Subject:** [EXTERNAL] RE: Follow up request to our discussion today

Maureen,

I am following up on your request for Montana's Voter File. I have been asked by Austin James to ensure that you get what you need and I am happy to facilitate this.

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I look forward to assisting you, and please let me know if you have any questions.



**Josh Klein** | Elections and Voter Services Project Manager/Elections Specialist  
Montana Secretary of State, Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE [REDACTED]

[website \[sosmt.gov\]](http://sosmt.gov) | [email](#) | [map \[protect2.fireeye.com\]](http://protect2.fireeye.com)

---

**From:** James, Austin [REDACTED]  
**Sent:** Tuesday, July 15, 2025 1:47 PM  
**To:** Klein, Josh [REDACTED]  
**Subject:** Fw: Follow up request to our discussion today

**Austin Markus James** | Chief Legal Counsel | Director of Elections  
Secretary of State Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE [REDACTED]

[website \[sosmt.gov\]](http://sosmt.gov) | [email](#) | [map \[protect2.fireeye.com\]](http://protect2.fireeye.com)

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---

**From:** Riordan, Maureen (CRT) [REDACTED]  
**Sent:** Monday, July 14, 2025 1:28:32 PM  
**To:** James, Austin [REDACTED]

Cc: Neff, Katie (CRT) <(b)(6)>

Subject: [EXTERNAL] Follow up request to our discussion today

Hello Austin, it was very nice to meet you today and thank you for being a willing partner in the Administration's quest for election integrity. As I stated today, we are requesting a copy of Montana's statewide voter registration list, so that we can facilitate a review for noncitizens and dead voters via DHS. Additionally, as I indicated we will also have the ability to determine if there are duplicate registrations. This information will be provided to you, so that you can make the adjustments as needed. As you are likely already aware, under both the National Voter Registration Act, ("NVRA") and the Help America Vote Act, ("HAVA"), the attorney General is authorized to request the information from you. Also, we are Privacy act compliant and have secure data sharing capabilities.

Thanks again for your time and cooperation,

Best,

Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

(b)(6)  
(b)(6)

---

**From:** Frederick, Megan (CRT) <[REDACTED]>  
**Sent:** 1/7/2026 4:24:40 PM  
**To:** Mellett, Timothy F (CRT) <[REDACTED]>  
**Subject:** RE: Follow up request to our discussion today

Received. Thank you Tim!

---

**From:** Mellett, Timothy F (CRT) <[REDACTED]>  
**Sent:** Wednesday, January 7, 2026 11:12 AM  
**To:** Frederick, Megan (CRT) <[REDACTED]>  
**Subject:** FW: Follow up request to our discussion today

Hi Megan,

I am forwarding this to you for your knowledge. I saved the email chain to the S Drive under NVRA 2025 Voter List Maintenance Project in the Montana folder. Thanks,

Tim

---

**From:** Riordan, Maureen (CRT) <[REDACTED]>  
**Sent:** Monday, July 21, 2025 2:38 PM  
**To:** Klein, Josh <[REDACTED]>; Neff, Katie (CRT) <[REDACTED]>  
**Cc:** James, Austin <[REDACTED]>; Mellett, Timothy F (CRT) <[REDACTED]>; Tucker, James T. (CRT) <[REDACTED]>; Hayes, Chris (CRT) <[REDACTED]>  
**Subject:** Re: Follow up request to our discussion today

Hello Josh, thanks for contacting us. I am out of the office and I have cc'd 2 attorneys from the Section, Tim Mellet and Jim Tucker, as well as our litigation support guru Chris Hayes for transfer.

One of the attorneys will respond re the information and formatting etc. once you have that in order Chris Hayes will be able to accept the transfer of the data.

Thanks so much for your cooperation. Someone will be in touch soon.

Best

Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

[REDACTED]

---

**From:** Klein, Josh <[REDACTED]>  
**Sent:** Monday, July 21, 2025 2:26:09 PM  
**To:** Riordan, Maureen (CRT) <[REDACTED]>; Neff, Katie (CRT) <[REDACTED]>  
**Cc:** James, Austin <[REDACTED]>  
**Subject:** [EXTERNAL] RE: Follow up request to our discussion today

Maureen,

I am following up on your request for Montana's Voter File. I have been asked by Austin James to ensure that you get what you need and I am happy to facilitate this.

While Montana does have a "Canned" voter file, I wanted to check with you and your team to determine if there are any file requirements that you may have or need to ensure that a file that I send you will be useable. I would also like to discuss secure file transmission options.

Your email below indicates that you have secure data sharing capabilities. I do as well by utilizing the State of Montana's File Transfer Service.

I look forward to assisting you, and please let me know if you have any questions.



**Josh Klein** | Elections and Voter Services Project Manager/Elections Specialist  
Montana Secretary of State, Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE (b)(6)

[website](#) | [email](#) | [map](#)

---

**From:** James, Austin (b)(6)  
**Sent:** Tuesday, July 15, 2025 1:47 PM  
**To:** Klein, Josh (b)(6)  
**Subject:** Fw: Follow up request to our discussion today

**Austin Markus James** | Chief Legal Counsel | Director of Elections  
Secretary of State Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE (b)(6)

[website](#) | [email](#) | [map](#)

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---

**From:** Riordan, Maureen (CRT) (b)(6)  
**Sent:** Monday, July 14, 2025 1:28:32 PM  
**To:** James, Austin (b)(6)  
**Cc:** Neff, Katie (CRT) (b)(6)  
**Subject:** [EXTERNAL] Follow up request to our discussion today

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Thanks again for your time and cooperation,

Best,

Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

(b)(6)

(b)(6)

---

**From:** Hayes, Chris (CRT) [(b)(6)]  
**Sent:** 7/30/2025 4:17:53 PM  
**To:** Klein, Josh [(b)(6)]; Riordan, Maureen (CRT) [(b)(6)]; Neff, Katie (CRT) [(b)(6)]  
**CC:** James, Austin [(b)(6)]; Mellett, Timothy F (CRT) [(b)(6)]; Tucker, James T. (CRT) [(b)(6)]  
**Subject:** RE: Follow up request to our discussion today

Mr. Klein,

Another option is to upload the files to our secure file share using the link below. This method doesn't require any special account setup or permissions.

[(b)(7)(E)]

Thanks,  
Chris

*Chris Hayes – PMP; FAC-COR II  
IT Specialist  
U.S. Department of Justice, Civil Rights Division  
Administrative Management Section  
950 Pennsylvania Ave, N.W., 4CON 11.1114b  
Washington, DC 20530  
Tel: [(b)(6)]*

---

**From:** Klein, Josh [(b)(6)]  
**Sent:** Tuesday, July 29, 2025 5:50 PM  
**To:** Riordan, Maureen (CRT) [(b)(6)]; Neff, Katie (CRT) <[(b)(6)]>  
**Cc:** James, Austin [(b)(6)]; Mellett, Timothy F (CRT) <[(b)(6)]>; Tucker, James T. (CRT) <[(b)(6)]>; Hayes, Chris (CRT) [(b)(6)]  
**Subject:** [EXTERNAL] RE: Follow up request to our discussion today

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Please advise,



**Josh Klein** | Elections and Voter Services Project  
Manager/Elections Specialist  
Montana Secretary of State, Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE (b)(6)

[website](#) | [email](#) | [map](#)

---

**From:** Riordan, Maureen (CRT) (b)(6)  
**Sent:** Monday, July 21, 2025 12:38 PM  
**To:** Klein, Josh (b)(6); Neff, Katie (CRT) <(b)(6)>  
**Cc:** James, Austin (b)(6); Mellett, Timothy F (CRT) <(b)(6)>; Tucker, James T. (CRT) <(b)(6)>; Hayes, Chris (CRT) (b)(6)  
**Subject:** [EXTERNAL] Re: Follow up request to our discussion today

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Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

(b)(6)

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**From:** Klein, Josh (b)(6)  
**Sent:** Monday, July 21, 2025 2:26:09 PM  
**To:** Riordan, Maureen (CRT) <(b)(6)>; Neff, Katie (CRT) <(b)(6)>  
**Cc:** James, Austin (b)(6)  
**Subject:** [EXTERNAL] RE: Follow up request to our discussion today

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**Josh Klein** | Elections and Voter Services Project  
Manager/Elections Specialist  
Montana Secretary of State, Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE (b)(6)

[website \[sosmt.gov\]](http://sosmt.gov) | [email](mailto:)  
| [map \[protect2.fireeye.com\]](http://protect2.fireeye.com)

---

**From:** James, Austin <(b)(6)>  
**Sent:** Tuesday, July 15, 2025 1:47 PM  
**To:** Klein, Josh <(b)(6)>  
**Subject:** Fw: Follow up request to our discussion today

**Austin Markus James** | Chief Legal Counsel | Director of Elections  
Secretary of State Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE (b)(6)

[website \[sosmt.gov\]](http://sosmt.gov) | [email](mailto:) | [map \[protect2.fireeye.com\]](http://protect2.fireeye.com)

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**From:** Riordan, Maureen (CRT) <(b)(6)>  
**Sent:** Monday, July 14, 2025 1:28:32 PM  
**To:** James, Austin <(b)(6)>  
**Cc:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] Follow up request to our discussion today

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Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

(b)(6)

(b)(6)

---

**From:** Riordan, Maureen (CRT) [(b)(6)]  
**Sent:** 7/21/2025 6:38:07 PM  
**To:** Klein, Josh [(b)(6)]; Neff, Katie (CRT) [(b)(6)]  
**CC:** James, Austin [(b)(6)]; Mellett, Timothy F (CRT) [(b)(6)]; Tucker, James T. (CRT) [(b)(6)]; Hayes, Chris (CRT) [(b)(6)]  
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Civil Rights Division

[(b)(6)]

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**Sent:** Monday, July 21, 2025 2:26:09 PM  
**To:** Riordan, Maureen (CRT) [(b)(6)]; Neff, Katie (CRT) <[(b)(6)]>  
**Cc:** James, Austin [(b)(6)]  
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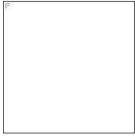


**Josh Klein** | Elections and Voter Services Project Manager/Elections Specialist  
Montana Secretary of State, Christi Jacobsen  
State Capitol Building  
Helena, MT 59601  
PHONE [(b)(6)]

[website](#) | [email](#) | [map](#)

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**From:** James, Austin (b)(6)  
**Sent:** Tuesday, July 15, 2025 1:47 PM  
**To:** Klein, Josh (b)(6)  
**Subject:** Fw: Follow up request to our discussion today



**Austin Markus James** | Chief Legal Counsel | Director of Elections  
Secretary of State Christi Jacobsen  
State Capitol Building  
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**From:** Riordan, Maureen (CRT) (b)(6)  
**Sent:** Monday, July 14, 2025 1:28:32 PM  
**To:** James, Austin (b)(6)  
**Cc:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** [EXTERNAL] Follow up request to our discussion today

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Best,  
Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division

(b)(6)

(b)(6)



---

**From:** Riordan, Maureen (CRT) [(b)(6)]  
**Sent:** 7/14/2025 7:28:32 PM  
**To:** [(b)(6)]@mt.gov  
**CC:** Neff, Katie (CRT) [(b)(6)]  
**Subject:** Follow up request to our discussion today

Hello Austin, it was very nice to meet you today and thank you for being a willing partner in the Administration's quest for election integrity. As I stated today, we are requesting a copy of Montana's statewide voter registration list, so that we can facilitate a review for noncitizens and dead voters via DHS. Additionally, as I indicated we will also have the ability to determine if there are duplicate registrations. This information will be provided to you, so that you can make the adjustments as needed. As you are likely already aware, under both the National Voter Registration Act, ("NVRA") and the Help America Vote Act, ("HAVA"), the attorney General is authorized to request the information from you. Also, we are Privacy act compliant and have secure data sharing capabilities.

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Best,

Maureen

Maureen S. Riordan  
Senior Counsel  
Acting Chief, Voting Section  
Civil Rights Division  
Maureen.riordan2@usdoj.gov  
(202)-702-6110

---

**From:** Mellett, Timothy F (CRT) <(b)(6)>  
**Sent:** 7/22/2025 2:54:09 PM  
**To:** Gates, Michael (CRT) <(b)(6)>; Riordan, Maureen (CRT) <(b)(6)>  
**CC:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** RE: Tasks - Elections Enforcement Status  
**Attachments:** WeeklyDOJ-DHS-Report 7.22.2025 Update.xlsx

Hi Michael,

The DOJ tab on the spreadsheet has been updated per your request. Let me know if you have any questions. Thanks,

Tim

---

**From:** Gates, Michael (CRT) <(b)(6)>  
**Sent:** Tuesday, July 22, 2025 9:30 AM  
**To:** Mellett, Timothy F (CRT) <(b)(6)>; Riordan, Maureen (CRT) <(b)(6)>  
**Cc:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** RE: Tasks - Elections Enforcement Status

Can we get updates in the attached? That is the format they asked for. Apologies for the misfire.

**Michael E. Gates**

Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: <(b)(6)>

---

**From:** Mellett, Timothy F (CRT) <(b)(6)>  
**Sent:** Tuesday, July 22, 2025 9:04 AM  
**To:** Gates, Michael (CRT) <(b)(6)>; Riordan, Maureen (CRT) <(b)(6)>  
**Cc:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** RE: Tasks - Elections Enforcement Status

Hi Michael,

I have updated the litigation tracker. Let me know if you have any questions. Thanks,

Tim

---

**From:** Gates, Michael (CRT) <(b)(6)>  
**Sent:** Monday, July 21, 2025 4:18 PM  
**To:** Mellett, Timothy F (CRT) <(b)(6)>; Riordan, Maureen (CRT) <(b)(6)>  
**Cc:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** RE: Tasks - Elections Enforcement Status

Tim, hoping someone can update the attached Tracker by tomorrow at 10am. We should add a column for date letter went out to state and another column for the date a response is due. Have to report status to offices above.

**Michael E. Gates**

Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

---

**From:** Gates, Michael (CRT)  
**Sent:** Monday, July 21, 2025 4:12 PM  
**To:** Mellett, Timothy F (CRT) <(b)(6)>; Riordan, Maureen (CRT) <(b)(6)>  
**Cc:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** RE: Tasks - Elections Enforcement Status

Tim, is this the latest?

**Michael E. Gates**  
Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

---

**From:** Mellett, Timothy F (CRT) <(b)(6)>  
**Sent:** Monday, July 21, 2025 10:30 AM  
**To:** Gates, Michael (CRT) <(b)(6)>; Riordan, Maureen (CRT) <(b)(6)>  
**Cc:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** RE: Tasks - Elections Enforcement Status

Here you go. I am including the three NVRA letters that are going out today on the list below.

HAVA Letters out already

1. North Carolina
2. Arizona
3. Wisconsin
4. Wyoming
5. Pennsylvania
6. Minnesota
7. Nevada
8. New Hampshire
9. New York
10. Orange County, CA HAVA
11. Los Angeles County, CA HAVA
12. San Diego County, CA HAVA
13. San Francisco County, CA HAVA

NVRA Letters out already, more going out this week.

1. Alaska
2. New Jersey
3. Michigan
4. Massachusetts
5. Delaware
6. California

7. Maryland
8. DC
9. Utah
10. Indiana
11. Kentucky
12. Virginia
13. Iowa
14. Oregon
15. Alabama
16. Orange County, CA NVRA
17. Los Angeles County, CA NVRA
18. San Diego County, CA NVRA
19. San Francisco County, CA NVRA

Voter Registration Databases Received and on hand

1. Colorado
2. New Mexico
3. New Jersey
4. Connecticut
5. South Dakota

Voter Registration Databases that we anticipate receiving within a week based on representations from the state(s)

1. Florida
2. Indiana
3. Texas

List of DOJ lawsuits and/or imminent filing

1. North Carolina – NVRA/HAVA failure to register voters requiring ID
2. Orange County, CA NVRA and HAVA failure to provide the DL license number and the last 4 of the SS number of non-citizens removed from the voter list
3. Arizona – HAVA Registration Form is not HAVA compliant
4. Alaska – NVRA/HAVA failure list maintenance failure as the Registration is 104% of the Citizen Voting Age population

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**From:** Gates, Michael (CRT) <(b)(6)>  
**Sent:** Monday, July 21, 2025 10:13 AM  
**To:** Riordan, Maureen (CRT) <(b)(6)>; Mellett, Timothy F (CRT) <(b)(6)>  
**Cc:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** RE: Tasks - Elections Enforcement Status

Tim, if I can get an update to the below list(s) by noon, that would be great. Thank you.

**Michael E. Gates**

Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

**From:** Gates, Michael (CRT)

**Sent:** Friday, July 18, 2025 10:23 AM

**To:** Riordan, Maureen (CRT) <(b)(6)>; Mellett, Timothy F (CRT) <(b)(6)>

**Cc:** Neff, Katie (CRT) <(b)(6)>

**Subject:** Tasks - Elections Enforcement Status

Maureen and Tim,

I want to keep things moving. There is another call with the White House next week on progress. So, we need to show what progress has been made since the last call. Below is what was communicated regarding status then. Feel free to update the list below by MONDAY so we can track. Katie should also be maintaining the State's Tracker that we have.

Short-term goal: (b)(5) The long-term

goal (b)(5)

(b)(5) To that end, our work over the next few weeks still includes:

(b)(5)

HAVA Letters out already, more going out this week.

1. Arizona
2. Orange County, CA HAVA
3. Los Angeles County, CA HAVA
4. San Diego County, CA HAVA
5. San Francisco County, CA HAVA
6. Wisconsin
7. Wyoming
8. Pennsylvania
9. Minnesota
10. Nevada
11. New Hampshire
12. New York

NVRA Letters out already, more going out this week.

1. Alaska
2. New Jersey

3. Michigan
4. Massachusetts
5. North Carolina
6. Delaware
7. California
8. Maryland
9. DC
10. Utah
11. Indiana
12. Kentucky
13. Virginia
14. Iowa
15. Orange County, CA NVRA
16. Los Angeles County, CA NVRA
17. San Diego County, CA NVRA
18. San Francisco County, CA NVRA

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**Michael E. Gates**

Deputy Assistant Attorney General

Civil Rights Division, U.S. Department of Justice

Cell: (b)(6)

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**From:** Gates, Michael (CRT) (b)(6)  
**Sent:** 7/22/2025 1:30:25 PM  
**To:** Mellett, Timothy F (CRT) (b)(6); Riordan, Maureen (CRT) (b)(6)  
**CC:** Neff, Katie (CRT) (b)(6)  
**Subject:** RE: Tasks - Elections Enforcement Status  
**Attachments:** WeeklyDOJ-DHS-Report.xlsx

Can we get updates in the attached? That is the format they asked for. Apologies for the misfire.

**Michael E. Gates**

Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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**From:** Mellett, Timothy F (CRT) (b)(6)  
**Sent:** Tuesday, July 22, 2025 9:04 AM  
**To:** Gates, Michael (CRT) (b)(6); Riordan, Maureen (CRT) (b)(6)  
**Cc:** Neff, Katie (CRT) (b)(6)  
**Subject:** RE: Tasks - Elections Enforcement Status

Hi Michael,

I have updated the litigation tracker. Let me know if you have any questions. Thanks,

Tim

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**From:** Gates, Michael (CRT) (b)(6)  
**Sent:** Monday, July 21, 2025 4:18 PM  
**To:** Mellett, Timothy F (CRT) (b)(6); Riordan, Maureen (CRT) (b)(6)  
**Cc:** Neff, Katie (CRT) (b)(6)  
**Subject:** RE: Tasks - Elections Enforcement Status

Tim, hoping someone can update the attached Tracker by tomorrow at 10am. We should add a column for date letter went out to state and another column for the date a response is due. Have to report status to offices above.

**Michael E. Gates**

Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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**From:** Gates, Michael (CRT)  
**Sent:** Monday, July 21, 2025 4:12 PM  
**To:** Mellett, Timothy F (CRT) (b)(6); Riordan, Maureen (CRT) (b)(6)  
**Cc:** Neff, Katie (CRT) (b)(6)  
**Subject:** RE: Tasks - Elections Enforcement Status

Tim, is this the latest?

**Michael E. Gates**

Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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**From:** Mellett, Timothy F (CRT) <(b)(6)>

**Sent:** Monday, July 21, 2025 10:30 AM

**To:** Gates, Michael (CRT) (b)(6) Riordan, Maureen (CRT) (b)(6)

**Cc:** Neff, Katie (CRT) <(b)(6)>

**Subject:** RE: Tasks - Elections Enforcement Status

Here you go. I am including the three NVRA letters that are going out today on the list below.

HAVA Letters out already

1. North Carolina
2. Arizona
3. Wisconsin
4. Wyoming
5. Pennsylvania
6. Minnesota
7. Nevada
8. New Hampshire
9. New York
10. Orange County, CA HAVA
11. Los Angeles County, CA HAVA
12. San Diego County, CA HAVA
13. San Francisco County, CA HAVA

NVRA Letters out already, more going out this week.

1. Alaska
2. New Jersey
3. Michigan
4. Massachusetts
5. Delaware
6. California
7. Maryland
8. DC
9. Utah
10. Indiana
11. Kentucky
12. Virginia
13. Iowa
14. Oregon
15. Alabama
16. Orange County, CA NVRA

17. Los Angeles County, CA NVRA
18. San Diego County, CA NVRA
19. San Francisco County, CA NVRA

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**Subject:** RE: Tasks - Elections Enforcement Status

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**Michael E. Gates**

Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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**Sent:** Friday, July 18, 2025 10:23 AM  
**To:** Riordan, Maureen (CRT) <(b)(6)>; Mellett, Timothy F (CRT) <(b)(6)>  
**Cc:** Neff, Katie (CRT) <(b)(6)>  
**Subject:** Tasks - Elections Enforcement Status

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(b)(5) To that end, our work over the next few weeks still includes:

- 
- 
- 
- 

**(b)(5)**

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1. Arizona
2. Orange County, CA HAVA
3. Los Angeles County, CA HAVA
4. San Diego County, CA HAVA
5. San Francisco County, CA HAVA
6. Wisconsin
7. Wyoming
8. Pennsylvania
9. Minnesota
10. Nevada
11. New Hampshire
12. New York

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7. California
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10. Utah
11. Indiana

12. Kentucky
13. Virginia
14. Iowa
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**Michael E. Gates**

Deputy Assistant Attorney General

Civil Rights Division, U.S. Department of Justice

Cell: (b)(6)

# United States Senate

WASHINGTON, DC 20510

July 17, 2025

The Honorable Harmeet K. Dhillon  
Assistant Attorney General, Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Avenue, NW  
Washington, DC 20530

Dear Assistant Attorney General Dhillon:

We write out of grave concern for the reported changes to the mission and work of the Civil Rights Division's Voting Section, which appear to redirect the Section's focus towards the extremely rare instances of voter fraud and noncitizen voting. Since its creation by the *Civil Rights Act of 1957*, the Division has been charged with enforcing the civil and criminal provisions of federal laws that protect the civil rights of Americans, including the right to vote.

To start, we are unable to fully understand the Section's work as the Department has repeatedly refused requests for the memorandum you sent to employees of the Civil Rights Division—which was reported by the *Associated Press* in May 2025—highlighting the new mission statement for the Voting Section.<sup>1</sup> This refusal to cooperate with such a simple and specific congressional information request is alarming, and we once again renew our request for basic transparency to review this document and confirm these reports are accurate.<sup>2</sup>

We are particularly concerned about the Voting Section's unprecedented and intrusive request for significant amounts of election data from the state of Colorado.<sup>3</sup> This overly broad and burdensome request appears to have limited justification and raises alarming questions regarding what the Department intends to do with this information, and which states are next to be targeted. This initial request demands a full, public explanation and exacerbates ongoing concerns about the sharing and misuse of voter data by the U.S. Department of Government Efficiency.

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<sup>1</sup> Nicholas Riccardi, *Justice Department will switch its focus on voting and prioritize Trump's elections order*, memo says, ASSOCIATED PRESS (May 3, 2025), <https://apnews.com/article/trump-justice-department-voting-rights-elections-fraud-0717d58a10daa11b3957d277a7ca8e0e>.

<sup>2</sup> E-mail from Rules Cmte. to Off. of Leg. Affs. (Apr. 24, 2025); E-mail from Rules Cmte. to Off. of Leg. Affs. (Apr. 28, 2025); E-mail from Rules Cmte. to Off. of Leg. Affs. (May 15, 2025); E-mail from Rules Cmte. to Off. of Leg. Affs. (May 20, 2025) (E-mails on file with Rules Cmte.).

<sup>3</sup> Miles Parks & Jude Joffe-Block, *Trump's DOJ makes its most sweeping demand for election data yet*, NPR (June 11, 2025), <https://www.npr.org/2025/06/11/nx-s1-5426097/trump-justice-department-voter-data-colorado>.

Public reporting and court filings also indicate that the Voting Section is down to a small number of attorneys and that Maureen Riordan—who previously worked for an anti-voting rights group and has associated with individuals who perpetuated falsehoods around the 2020 election, has been appointed as Acting Chief.<sup>4</sup> This raises questions about whether the Section has abandoned its longstanding mission to conduct meaningful voter protection work and will instead act to perpetuate the myth of widespread voter fraud.<sup>5</sup>

Ms. Riordan’s documented disregard for established legal precedent in the voting rights context is troubling and should disqualify her from leading the Section. For instance, Ms. Riordan recently appeared on election-denier Cleta Mitchell’s podcast and expressed disapproval of the Department’s previous challenges to racial discrimination in the electoral process. Ms. Riordan also joined Ms. Mitchell in spreading false claims of widespread voting by noncitizens and criticizing as negligent states’ voter roll maintenance, among other inflammatory comments.<sup>6</sup>

With the significant changes occurring at the Department, we are paying close attention to the Division’s work and are alarmed at how the Section is now using its limited resources. In addition to the recent action in Colorado, the Voting Section is pursuing alleged infractions about proper semantics of “and/or” language on Arizona’s voter registration form,<sup>7</sup> and the Section is requesting that the U.S. Election Assistance Commission withhold any future election security funding for the Wisconsin Elections Commission based on alleged violations of federal elections laws.<sup>8</sup> The Voting Section is also attempting to pursue a partisan agenda by suing the North Carolina State Board of Elections over the same baseless voter registration claim that was at issue in the Republican challenger’s failed attempt to nullify election results to regain a seat on North Carolina’s Supreme Court.<sup>9</sup>

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<sup>4</sup> Yuniur Rivas, DOJ’s New Top Voting Lawyer Worked for Leading Anti-Voting Law Firm, Democracy Docket (May 31, 2025), <https://www.democracydocket.com/news-alerts/doj-top-voting-lawyer-worked-for-anti-voting-firm/>.

<sup>5</sup> “Justice Department Files Statement of Interest in Illinois Case Concerning States’ Obligations Under the National Voter Registration Act.” U.S. Dep’t of Justice, Off. of Pub. Affs. (July 8, 2025), <https://www.justice.gov/opa/pr/justice-department-files-statement-interest-illinois-case-concerning-states-obligations>.

<sup>6</sup> WHO’S COUNTING WITH CLETA MITCHEL, *Maureen Riordan: A First-Hand Account of the Left’s Takeover of the DOJ Voting Section* (May 18, 2022), <https://www.youtube.com/watch?v=LQkZN30GwDY> (Mitchell: “The Left is collectively crazy...you hear them talk about the Shelby County decision; you would think its reinstating slavery.” Riordan: “Yes.”).

<sup>7</sup> Mary Jo Pitzl, *Feds want changes to Arizona’s voter registration process. Will Adrian Fontes comply?* USA TODAY (June 6, 2025), <https://ftw.usatoday.com/story/news/politics/elections/2025/06/06/feds-want-changes-to-arizona-voter-registration/84059480007/>.

<sup>8</sup> “Justice Department Announces Action Against Wisconsin Elections Commission for Lacking Complaint Procedure Required by Federal Law.” U.S. Dep’t of Justice, Off. of Pub. Affs. (June 4, 2025), <https://www.justice.gov/opa/media/1402606/dl?inline>.

<sup>9</sup> “Justice Department Files Help America Vote Act Lawsuit Against North Carolina for Inaccurate Voter Lists.” U.S. Dep’t of Justice, Off. of Pub. Affs. (May 27, 2025), <https://www.justice.gov/opa/pr/justice-department-files-help-america-vote-act-lawsuit-against-north-carolina-inaccurate>.

Recent reporting also indicates the Department is using its limited resources to determine how existing laws could be used against state and local election officials to charge them criminally as they administer elections.<sup>10</sup> This clear attempt to intimidate these hardworking individuals, whose work holds up our democracy will not go unchallenged. The Department must abandon this effort and instead focus on working on actual problems facing election officials, which includes protecting these officials from the ongoing threats and harassment.

As its priorities shift, the Department is also withdrawing from cases that it has been engaged in for years that are meant to protect the right to vote, including dropping its lawsuit challenging Georgia's Senate Bill 202,<sup>11</sup> dropping all its claims in several consolidated cases in Texas around redistricting,<sup>12</sup> and withdrawing its requests to participate in oral arguments before the Supreme Court for consolidated cases involving redistricting in Louisiana.<sup>13</sup> Through these actions, it is clear that the Department has abandoned any work protecting the voting rights of communities of color, despite its core mission to enforce the protections of the *Voting Rights Act*.

Taken together, the Department is clearly pursuing an anti-voter, partisan agenda aligned with 2020 election deniers and conspiracy theorists. We urge you to change course and take a nonpartisan approach to protecting voters' rights that is grounded in facts and the law, not unfounded speculation and conspiracy theories.

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<sup>10</sup> Devlin Barrett and Nick Corasaniti, *Justice Dept. Explores Using Criminal Charges Against Election Officials*, NEW YORK TIMES (July 2, 2025), <https://www.nytimes.com/2025/07/02/us/politics/justice-department-election-data.html>.

<sup>11</sup> "Attorney General Pamela Bondi Dismisses Biden-Era Lawsuit Against Commonsense Georgia Election Law, Advancing President Trump's Mandate to End Weaponization." U.S. Dep't of Justice, Off. of Pub. Affs. (Mar. 31, 2025), <https://www.justice.gov/opa/pr/attorney-general-pamela-bondi-dismisses-biden-era-lawsuit-against-commonsense-georgia>.

<sup>12</sup> Order Dismissing the United States' Claims. *League of United Latin American Citizens, et al., v. Greg Abbott, et al.*, Case No. 3:21-CV-00259-DCG-JES-JVB (W.D. Tex. Mar. 6, 2025), Docket No. 872, available at <https://www.documentcloud.org/documents/25591653-league-of-united-latin-american-citizens-2025-03-06-order-dismissing-the-united-states-claims/>.

<sup>13</sup> Letter from Acting Solicitor General Sarah M. Harris to Clerk of the Supreme Court of the United States (Jan. 24, 2025), available at [https://www.supremecourt.gov/DocketPDF/24/24-109/340108/20250124140523161\\_letter%2024-109%2024-110.pdf](https://www.supremecourt.gov/DocketPDF/24/24-109/340108/20250124140523161_letter%2024-109%2024-110.pdf).

We respectfully request specific responses to these concerns and your prompt response in sharing the new mission statement for the Voting Section with Congress without further delay.

Sincerely,



Alex Padilla  
Ranking Member, Committee  
on Rules and Administration



Richard J. Durbin  
United States Senator



Peter Welch  
United States Senator



Richard Blumenthal  
United States Senator



Jeffrey A. Merkley  
United States Senator



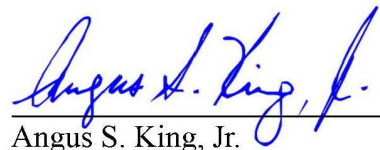
Raphael Warnock  
United States Senator



Amy Klobuchar  
United States Senator



Adam B. Schiff  
United States Senator



Angus S. King, Jr.  
United States Senator



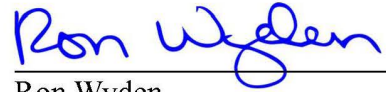
Brian Schatz  
United States Senator



Christopher A. Coons  
United States Senator



Chris Van Hollen  
United States Senator



Ron Wyden  
United States Senator



Mazie K. Hirono  
United States Senator



Cory A. Booker  
United States Senator



Bernard Sanders  
United States Senator

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**From:** Mellett, Timothy F (CRT) [redacted]  
**Sent:** 7/25/2025 9:13:57 PM  
**To:** Riordan, Maureen (CRT) [redacted]  
**Subject:** FW: [EXTERNAL] Re: HAVA letter  
**Attachments:** HAVA Response - WY SOS Signed.pdf

FYI

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**From:** Joe Rubino [redacted]  
**Sent:** Friday, July 25, 2025 4:16 PM  
**To:** Chuck Gray <[redacted]>  
**Cc:** Voting Section (CRT) <[redacted]>; Jesse Naiman [redacted]  
**Subject:** [EXTERNAL] Re: HAVA letter

All,

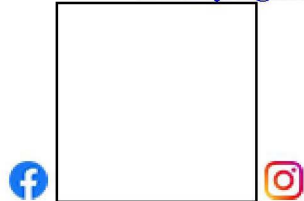
Thank you for speaking with me this morning. I have attached the same letter the Secretary sent last night with working hyperlinks in the document.

Additionally, I was able to share responsive materials, as well as this letter, via JEFS. Thank you for working with us on the file sharing system.

Please let me know if you have any questions.

Best,

**Joe Rubino**  
Chief Policy Officer and General Counsel  
Wyoming Secretary of State's Office  
Phone: [redacted]  
Email: [redacted]  
Website: [sos.wyo.gov](https://sos.wyo.gov)



On Thu, Jul 24, 2025 at 9:56 PM Chuck Gray <[redacted]> wrote:

Good Evening,

Attached please find our response to your letter dated June 25, 2025, in which you inquired about Wyoming's compliance with the Help America Vote Act, which I wanted to ensure you received in advance of the deadline to respond, which is tomorrow.

Our response references materials responsive to your request. We have requested access to the JEFS secure file transfer system, but have not yet been granted access. We stand ready to share responsive materials once JEFS access is granted.

I really appreciate your great work and thank you for reaching out.

Thank You,

--

Chuck Gray

Wyoming Secretary of State

Phone (cell): [REDACTED] (b)(6)

(office) [REDACTED] (b)(6)

Email: [REDACTED] (b)(6)

Website: [sos.wyo.gov](http://sos.wyo.gov)

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

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# Wyoming Secretary of State

## Chuck Gray



July 24, 2025

Via E-mail

Maureen Riordan  
Acting Chief, Voting Section  
Michael E. Gates  
Deputy Assistant Attorney General  
Civil Rights Division  
U.S. DEPARTMENT OF JUSTICE  
950 Pennsylvania Ave NW- 4CON  
Washington, D.C. 20530  
[Voting.Section@usdoj.gov](mailto:Voting.Section@usdoj.gov)

Dear Ms. Riordan and Mr. Gates:

This letter serves as a response to your letter dated June 25, 2025, in which you inquired about Wyoming's compliance with several provisions of the Help America Vote Act ("HAVA"), and for processes, controls, and procedures pertaining to voter registration and voter list maintenance. I truly appreciate you reaching out, and I appreciate President Trump's and the entire Trump Administration's commitment to election integrity. Our office is committed to maintaining accurate voter rolls, and working to continually improve statutes, processes, and procedures to ensure proper voter roll hygiene, secure voter registration and list maintenance, and ongoing compliance with HAVA. The below answers and documents referenced and shared via the Justice Enterprise File Sharing ("JEFS") System outline our office's work to ensure Wyoming's voter registry list, as set forth in Wyoming statute, is adequately maintained in accordance with federal law.

**1) Describe how the State processes new applications to register to vote for elections for federal office, as required by HAVA Section 303.**

Wyoming has several processes and procedures in place to ensure a uniform process by which new applications to register to vote are processed by counties in accordance with HAVA Section 303. The Wyoming Election Code defines "registration" as the "entry and verification of the name and voter information of a qualified elector on the official registry list," as provided in W.S. 22-3-104(f) and W.S. 22-3-108. *See* W.S. 22-1-102(a)(xxvii). The Wyoming Secretary of State's Office oversees several processes and procedures to ensure only eligible applicants register to vote in Wyoming. To be eligible to register to vote in Wyoming, a person must be a United States citizen, as evidenced by providing proof of United States citizenship, at least 18 years of age on the day of the next general election, a bona fide resident of Wyoming, must not be adjudicated mentally incompetent or convicted of a felony (or if convicted, had his voting

rights restored), and a bona fide resident of Wyoming for not less than thirty days before the date of the election at which he offers to vote. *See* W.S. 22-3-102(a). As discussed further below, our office has entered into data sharing agreements with other agencies to run a cross-check upon voter registration to verify the applicant’s registration information as entered on the voter registration application with driver’s license information, social security information, and information obtained by the Wyoming Department of Health, Wyoming Division of Criminal Investigation, the Wyoming Department of Transportation, and Wyoming Department of Corrections to determine eligibility for purposes of voter registration.

When a qualified elector registers to vote, their name, date of birth, and either their driver’s license number or the last four digits of their Social Security number are run through what is commonly referred to as a “HAVA” check. This check uses data received from the state agencies referenced above to confirm the individual’s eligibility. If the elector fails the “HAVA” check, they are given the opportunity to provide additional documentation to verify that they are, in fact, qualified to vote. For example, they may submit a Certificate of Naturalization if the “HAVA” check indicates non-citizen status, or a Restoration of Rights Certificate if it indicates a felony conviction. If they do not have those documents, the county clerk denies registration, and may refer the case to the county’s prosecuting attorney.

This area has been a large priority of my administration. To that end, prior to the 2025 Legislative Session, I launched our election integrity reform agenda, which included a series of safeguards to increase the confidence and security in the voter registration process. My number one priority was requiring documentary proof of citizenship and proof of residency for registering to vote. During the 2025 Legislative Session, the Wyoming Legislature passed 2025 House Enrolled Act 57, “Proof of voter residency-registration qualifications,” which became law without the Governor’s signature on March 21, 2025. *See* HEA 57 and press release on our election integrity agenda, shared via JEFS. The passage of HEA 57, which became effective July 1, 2025, requires documentary proof of United States citizenship and Wyoming residency to register to vote in Wyoming, and also requires electors to attest that they have been a bona fide resident of the state of Wyoming for not less than thirty (30) days before the date of the election in which they offer to vote.

HEA 57 was the number one priority of our administration’s election integrity reform agenda announced ahead of the 2025 Legislative Session, and follows an administrative rulemaking to ensure documentary proof of residency, which was adopted by our office in 2023 and vetoed by the Governor. As a result, we decided to go to the Legislature to work to pass a bill on the subject and we were able to do so. With HEA 57’s effective date of July 1, 2025, our office has promulgated rules to amend Chapter 2 of its Election Procedures Rules pertaining to Identification for Voter Registration to provide further clarity and uniformity for purposes of providing proof of a voter’s identity, residency, and United States citizenship for voter registration as authorized by HEA 57. Copies of these rules may be found [here](#), and have been shared via JEFS. During the intervening period between the effective date of HEA 57, July 1, 2025, and the time for which the regular rulemaking process is completed, the Secretary of State’s Office has also adopted emergency rules which are identical to the regular rules. The emergency rules packet can be found [here](#) and has been provided via JEFS. Once regular rules become effective, the emergency rules will be superseded.

HEA 57 makes Wyoming a leader in implementing President Trump’s Executive Order Preserving and Protecting the Integrity of American Elections by requiring documentary proof of United States citizenship and Wyoming residency at the time of voter registration. Unlike many other states’ proof of citizenship laws, which fall under the requirements of the National Voter Registration Act, Wyoming’s HEA 57 applies to all elections, including federal, and doesn’t contain any exceptions. It is thus largely patterned off of the SAVE Act, with a defined list of acceptable documents for providing proof of citizenship for voter registration, as specified. HEA 57 is in full force and effect to protect the integrity of Wyoming’s elections and ensure non-citizens and non-Wyomingites are not entered onto Wyoming’s voter registration list through 2026 and beyond.

On May 9, 2025, I was sued in my official capacity by a coalition of individuals through their attorney Marc Elias and the Elias Law Group in a federal lawsuit challenging the constitutionality of HEA 57 in the United States District Court for the District of Wyoming. Elias later filed a motion to enjoin HEA 57 from taking effect. We worked quickly to bring a vigorous defense of HEA 57 through our counsel by filing an opposition to Elias’ request for an injunction, as well as a motion to dismiss the lawsuit in its entirety. We were very thankful to the Trump Administration and the Department of Justice for filing a statement of interest in the case. On July 22, the court granted our motion to dismiss this lawsuit.

Upon voter registration, successful registrations are entered into Wyoming’s voter registration system, otherwise known as the official registry list. W.S. 22-3-108(a) specifies that the “official registry list” contains at least the following information as to each registered elector: name in full, residence by street number and name, voting district and precinct numbers, party affiliation, if declared, house and senate district numbers, date of birth, driver’s license number, or, if no driver’s license, the last four digits of the elector’s social security number or unique identifying number generated by the state, information related to absentee ballot status, and date of registration. W.S. 22-3-108(b) specifies that the registry list may contain county of residence, municipal corporation of residence, if any, school district number, mailing address, gender, and telephone number, if any.

**2) Describe the process by which Wyoming assigns a unique identifier to each legally registered voter in Wyoming, as required by HAVA Section 303(a)(1)(A).**

At the time of voter registration for a first-time registrant, Wyoming’s statewide voter registration system automatically assigns a unique identification number to each voter in compliance with HAVA Section 303(a)(1)(A). The Wyoming Election Code’s definition of “Registry List,” found in W.S. 22-1-102(a)(xxix), includes a unique identifying number generated by the State of Wyoming. As set forth by policy of our office in early 2023, and later codified into law with the Wyoming Legislature’s passage of 2023 House Enrolled Act 30, shared via JEFS, Wyoming law mandates that unique identifying numbers of voters are public record, and are to be released in all election records, including voter registry lists furnished under W.S. 22-2-113.

Importantly, this unique identifying number remains associated with the voter’s record, regardless of registration status (i.e. active, pending, or inactive). Therefore, a voter whose registration is cancelled and inactivated for any reason set forth in W.S. 22-3-115 (e.g. removal

of residency from one county to another), will retain that unique identifier in the event they register to vote again.

- 3) Describe how the statewide voter registration list is coordinated with the databases of other state agencies, as required by HAVA Section 303(a)(1)(A). Provide the name of each state database used for coordination, and describe the procedures used for the coordination as well as how often the databases are coordinated with the statewide voter registration list.**

Our office has entered into several perpetual agreements with various state agencies in Wyoming to ensure proper voter list maintenance, not just at the time of registration as discussed above, but also to ensure ongoing voter list maintenance and removal in accordance with HAVA Section 303 and Wyoming law. W.S. 22-3-102(e) provides statutory authority to our office to enter into agreements with the Wyoming Department of Transportation, the Wyoming Attorney General, the Department of Health, and the Wyoming Department of Corrections to ensure individuals on Wyoming’s voter rolls are eligible to vote.

A. Data Sharing for Driver’s License, Social Security, and Immigration Records through the Wyoming Department of Transportation

W.S. 22-3-102(e)(i) specifically authorizes our office to enter into an agreement with the Wyoming Department of Transportation for verification of driver’s license information, and states as follows:

- (i) The secretary of state and the director of the department of transportation shall enter into an agreement to match voter registration data with information maintained by the department regarding driver's licenses, in order to verify the information provided on applications for voter registration;

In accordance with W.S. 22-3-102(e)(i), the Wyoming Secretary of State’s Office and the Wyoming Department of Transportation have entered into a memorandum of understanding outlining the processes of our office’s ingestion of data from the Wyoming Department of Transportation to match voter registration data with information maintained by the Wyoming Department of Transportation, including driver’s license information and social security number verification through the Social Security Administration. The memorandum of understanding with the Wyoming Department of Transportation, has been shared via JEFS, as redacted in accordance with W.S. 16-4-203(d).

Another key priority of our administration was to ensure passage of 2025 House Enrolled Act 62 (HEA 62), “Maintenance of Voter Lists,” which passed the Legislature and was signed into law on March 18, 2025. HEA 62, shared via JEFS, enables our office to enhance our relationship with the Wyoming Department of Transportation to obtain data that will allow us to analyze and communicate to Wyoming’s county clerks if a registered voter in the State of Wyoming should have their registration cancelled by virtue of a number of new data metrics to be shared by the Wyoming Department of Transportation. First, HEA 62 amends W.S. 22-3-102(e)(i) as follows:

- (i) The secretary of state and the director of the department of transportation shall

enter into an agreement to match voter registration data with information maintained by the department regarding driver's licenses, in order to verify the information provided on applications for voter registration, determine if any alien identification number or other evidence of non-United States citizenship is kept within corresponding driver's license records, determine if any voters listed in the Wyoming voter registration system have subsequently received a driver's license from another state as indicated by information received from other states, including but not limited to information received from the state-to-state verification service operated by the American association of motor vehicle administrators or verify any other information indicating a voter should be ineligible to vote at the request of the secretary of state;

While giving our office statutory authority to receive information indicating a voter may have moved out of state, it also amends W.S. 22-3-116 to provide that this information may be used to further investigate if an individual's registration should be cancelled based on this information.

HEA 62 also amends W.S. 22-3-102 to allow for enhanced tools for verification and maintenance of Wyoming's voter registration list concerning non-citizen status. HEA 62 specifies through the creation of a new subsection (f) that the Wyoming Department of Transportation shall, in addition to the other data, provide additional data of individuals who have indicated independently that they are a noncitizen as follows:

(f) The department of transportation shall furnish monthly to the secretary of state a complete list of all persons who have indicated a noncitizen status in obtaining any document, or renewal thereof, issued pursuant to W.S. 31-7-115 and 31-8-102. The secretary of state may transmit the information from the list to appropriate county clerks. Information in these lists shall be kept confidential and available only for official use.

As discussed further below, this information obtained by the Wyoming Department of Transportation will be utilized to conduct enhanced searches for potential non-citizen status conducted in partnership with the Department of Homeland Security, U.S. Citizenship and Immigration Services Systematic Alien Verification System, otherwise known as the SAVE System.

Our office is currently in the process of revising our memorandum of understanding with the Wyoming Department of Transportation to ensure the new data contemplated by HEA 62, including immigration enumerators, as well as information obtained by the Wyoming Department of Transportation from the State-to-State Verification Service, can be ingested into Wyoming's voter registration system. Concurrently, the Wyoming Department of Transportation has begun sharing this information with our office pursuant to HEA 62 to manually enter this information.

#### B. Data Sharing for Removal of Convicted Felons from Voter Registry List

To ensure new and existing felons are not registered to vote pursuant to the requirements under Wyoming law, our office has undertaken several measures, including direct integration of

Wyoming felony records obtained by the Wyoming Division of Criminal Investigation, as well as manual cross-checks of felony records received from other states. W.S. 22-3-102(e)(ii) states as follows:

(ii) The secretary of state and the attorney general shall enter into an agreement to compare data in the voter registration system with information maintained by the division of criminal investigation regarding state felony convictions in order to deny voter registration to, and remove from voter registration lists, individuals who are not qualified electors;

In accordance with the Memorandum of Understanding between our office and the Division of Criminal Investigation, shared via JEFS as redacted in accordance with W.S. 16-4-203(d)(xii), the Division of Criminal Investigation provides felony records to our office to be ingested into the Wyoming voter registration system in order to deny voter registration to, and remove from voter registration lists, individuals who are not qualified electors. Once records obtained by the Division of Criminal Investigation are ingested by the Wyoming voter registration system, they are used to match against records during voter registration to deny registrants who match this information. These records are also used to match against existing registrants, and will notify counties of registrations which match the felony record to begin the cancellation process at the county level.

#### C. Data Sharing for Removal of Deceased Individuals from Voter Registry List

Our office has also been working to streamline the process for processing and ingestion of death records to ensure new registrants are cross-checked with Wyoming mortality records to prevent registration fraud and that registered voters who have died are removed from Wyoming's voter rolls in an expeditious manner, as authorized by Wyoming law. In this regard, W.S. 22-3-102(e)(iii) provides the following:

(iii) The secretary of state and the director of the department of health shall enter into an agreement to match information in the voter registration system with death records in the office of vital records services within the department of health in order to remove names of deceased individuals from voter registration lists;

In order to implement this statute, our office has entered into an agreement with the Wyoming Department of Health requiring the Department to export mortality data daily, to be ingested into Wyoming's voter registration system. These records are matched, both at the time of registration to prevent any new registrants whose records match those of deceased individuals and weekly to match against existing registrants. The voter registration system will notify counties of registrations which match a death record to begin the cancellation process at the county level.

In 2023, upon our administration beginning, we began a comprehensive review of Wyoming's voter rolls to reduce the opportunity for fraud. In August of 2023, we endeavored to streamline this process further to expedite the removal of deceased voters from Wyoming's voter rolls through the modification of the data sharing agreement with the Department of Health to increase the speed of the transfer and ingestion of death records. Whereas mortality records previously took as many as four weeks to be processed and received, they are now received in as

little as 3-7 days, shortening the time period between a registered voter's death and the entry of the death record into Wyoming's voter registration system by more than 75%. Shared via JEFS, please find the revised data sharing agreement dated August 22, 2023 streamlining this process, as well as a media release discussing these enhancements in more detail.

D. Data Sharing and Processing Records Related to Restoration of Voting Rights

Similarly, our office has also entered into data sharing agreements to ensure timely processing of restoration of voting rights. W.S. 22-3-102(e)(iv) also authorizes our office to enter into an agreement with the Wyoming Department of Corrections to ensure accurate entry of registration of voting rights into the voter registration system in order to verify voter qualifications, stating as follows:

(iv) The secretary of state, the state board of parole and the department of corrections shall enter into an agreement to match information in the voter registration system with records regarding restoration of voting rights maintained by the state board of parole or the department of corrections in order to verify voter qualifications;

Similar to other records, our office ingests data received from the Wyoming Department of Corrections to ensure voting rights restorations are communicated to ensure individuals who have had their voting rights restored are allowed to register to vote, so long as they are otherwise entitled to register to vote under Wyoming law. Shared via JEFS please find the Memorandum of Understanding with the Wyoming Department of Corrections, as redacted in accordance with W.S. 16-4-203(d)(xii), outlining this process.

**4) Describe the process by which any duplicate voter registrations are identified and removed from the statewide voter registration list under HAVA Section 303(a)(2)(B)(iii). Please include an explanation of how the State determines what constitutes a duplicate voter registration record.**

As noted above, Wyoming law requires voter registration to be conducted by the county clerk. If a duplicate voter record is created by the county clerk, it is therefore the responsibility of the county to merge the records in accordance with HAVA Section 303(a)(2)(B)(iii). During this process, the original unique identifier is preserved, and the duplicate unique identifier is archived in the voter's audit log for historical tracking. While it is the responsibility of the county clerk to merge records, our office employs several processes through Wyoming's statewide voter registration system to identify and resolve duplicate records.

First, Wyoming's voter registration system provides real-time checks at the time of registration. When a registrant submits a Wyoming voter registration application, the county clerk is responsible for entering the information into Wyoming's voter registration system. The system automatically checks for existing records using the **registrant's name, date of birth, driver's license number, and the last four digits of their social security number**. This search includes active, pending, and inactive records. If a match is found, the system automatically notifies the county clerk and displays the existing record, thereby preventing a duplicate record from being created.

Additionally, Wyoming's voter registration system employs ongoing checks for duplicate records in the event a duplicate record is created. This includes regular, periodic system-wide scans for potential duplicates using the same identifying data. Suspected duplicates are placed in a queue for the county clerk to review and, if necessary, merge the records.

Clerks may also manually search for potential duplicate records using a module specifically created for this function within Wyoming's voter registration system. After manual review, the county clerk may merge the records if necessary.

**5) Describe the process by which voters who have been convicted of a felony are identified and, if applicable under state law, removed from the statewide voter registration list under HAVA Section 303(a)(2)(A)(ii)(I).**

As noted above, Wyoming employs numerous protections to ensure felons are properly identified and either prevented from registering or removed in accordance with HAVA Section 303(a)(2)(A)(ii)(I) through collaboration with other agencies.

Like voter registration, cancellation of voter registration is performed at the county level, but our office employs several systems and processes to ensure proper oversight. W.S. 22-3-115 specifies the grounds for cancellation of a voter's registration, and includes removal for disqualification to vote, which includes felony status. In accordance with the MOU between our office and the Division of Criminal Investigation, shared via JEFS, the Division of Criminal Investigation provides felony records to our office to be ingested into the Wyoming voter registration system in order to deny voter registration to, and remove from voter registration lists, individuals who are not qualified electors. Once records obtained by the Division of Criminal Investigation are ingested by the Wyoming voter registration system, they are used to match against existing registrants, and will notify counties of registrations which match the felony record to begin the cancellation process at the county level.

Upon receipt of a notification pertaining to felony status, in accordance with W.S. 22-3-116, the county clerk shall mail a notice of intent to cancel a voter's registration, allowing an opportunity for the voter to respond as prescribed below:

When the county clerk has information that a registration should be cancelled, he shall mail a notice of intent to cancel to the elector at his address on the registry list stating the reason for cancellation. The notice shall state that cancellation shall occur within twenty (20) days unless the elector asks that his name remain on the registry list. A copy of the notice of cancellation shall be retained by the county clerk for three (3) years. A notice is not required if the clerk has received a receipt of notification that the elector has registered to vote in another jurisdiction or if the elector requested cancellation in writing.

While these cancellation records are maintained by the counties, our office has taken many steps to ensure adequate and timely removal of voters from Wyoming's voter rolls through the ongoing data sharing information agreements and ingestion of data into Wyoming's voter registration system, as well as individual communications.

In addition to the bulk records we receive as part of our memorandum of understanding with the Wyoming Division of Criminal Investigation, we also undertake to remove ineligible voters from voter rolls based on information concerning felony convictions in other states. In October of 2023, our office conducted an investigation into an individual named Eli Alan Hunt, who was registered to vote in Campbell County. Following his attempted registration in Crook County, it was discovered by our office that Hunt had a felony conviction from South Dakota from 1994, and that there was no evidence of any restoration of Wyoming voter rights.

In response to this investigation, we again requested, via the attached letter to the Campbell County Clerk and Campbell County Attorney, removal of Hunt from Wyoming's voter rolls, as well as referral of the case to the Campbell County Attorney for further investigation and criminal prosecution, citing Hunt's falsely swearing on his voter registration form that he was either not a felon or that his voting rights had been restored, which is a felony pursuant to W.S. 22-26-108. Hunt was subsequently removed from Wyoming's voter registration list by the Campbell County Clerk. This shows the continued prioritization of this office to ensure proper removal of individuals ineligible to vote from Wyoming's voter rolls.

**6) Describe the process by which deceased registrants are identified and removed from the statewide voter registration list under HAVA Section 303(a)(2)(A)(ii)(II).**

As noted above, Wyoming employs numerous protections to ensure deceased registrants are properly identified and removed from Wyoming's voter registration list as required by HAVA Section 303(a)(2)(A)(ii)(II).

In fact, since 2023 our administration has been working to streamline the process for processing and ingestion of death records to ensure new registrants are cross-checked with Wyoming mortality records to prevent registration fraud and ensure that registered voters who have died are removed from Wyoming's voter rolls in an expeditious manner, as authorized by Wyoming law. As noted earlier, W.S. 22-3-102(e)(iii) provides the statutory authority used to enter into data sharing agreements with the Wyoming Department of Health to obtain mortality data. In order to implement this statute, my administration has entered into a new agreement with the Wyoming Department of Health requiring the Department to export mortality data daily, to be ingested into Wyoming's voter registration system. These records are used both to prevent new registrations that match deceased individuals and to identify existing registrants who have died. At the time of registration, any applicant whose information matches a death record is flagged and prevented from registering. If a potential registrant provides the last four digits of their social security number on their application, as opposed to their Wyoming driver's license number, the voter registration system runs a check with the Social Security Administration to attempt to match the identity of the registrant. If the SSA identifies that the social security number is a match to the name and date of birth provided, but belongs to a deceased individual, the SSA will return a message of "Match – Deceased" which indicates to the county clerk that they should not complete registration or should request additional information of the applicant to ensure the SSA match was a false-positive. Additionally, mortality records are routinely compared against the voter rolls, and when a match is found, counties are notified so they can begin the cancellation process.

As noted above, in 2023, we began a comprehensive review of Wyoming's voter rolls to

reduce the opportunity for fraud and enhance our ability to remove ineligible voters in a timely manner. In August of 2023, we endeavored to streamline this process to expedite the removal of deceased voters from Wyoming's voter rolls through the modification of the data sharing agreement with the Department of Health to increase the speed of the transfer and ingestion of death records. Whereas mortality records previously took as many as four weeks to be processed and received, they are now received in as little as 3-7 days, shortening the time period between a registered voter's death and the entry of the death record into Wyoming's voter registration system by more than 75%. Shared via JEFS, please find the revised data sharing agreement dated August 22, 2023 streamlining this process, as well as a media release outlining more details on the revised data sharing agreement.

**7) Describe all technological security measures taken by the state to prevent unauthorized access to the statewide voter registration list, as required by HAVA Section 303(a)(3).**

In accordance with HAVA Section 303(a)(3), Wyoming has implemented a number of technological security measures to prevent unauthorized access to Wyoming's statewide voter registration system.

First, the state employs a process of "whitelisting" on the computer network that hosts the Wyoming voter registration system to ensure that no outside networks have access to the voter registration system network. This means that only networks which have been explicitly authorized (i.e. state and county networks) are permitted access to the login page and network. The state also enforces unique user IDs and passwords for system users, strong password requirements, role-based permissions, two-factor authentication, and requires reporting to the state of new user accounts created by county election administrators.

Additionally, to monitor and audit changes and modifications to voter registration records, the voter registration system produces audit logs which record username and timestamp on all modifications, and utilizes a Center for Internet Security (CIS) monitored Albert Sensor installed on the registration system's network to monitor for unauthorized or malicious network activity.

Finally, Wyoming has engaged with federal partners, including the Department of Homeland Security, to ensure monthly cyber hygiene scanning of the network in order to identify potential network vulnerabilities.

**8) Describe the process by which voters who have moved outside the State and subsequently register to vote in another state are identified and removed from the statewide voter registration list, under HAVA Section 303(a)(4)(A).**

In compliance with HAVA and Wyoming law, our office removes voters from Wyoming's voter registration list upon notice received from other states indicating the voter has registered to vote in that state. Our office verifies that the individual is registered to vote in Wyoming, and on the first business day of each month, we send copies of the notices via encrypted email to applicable county clerks in the county where the voter last resided. In the month leading up to an election, our office increases the frequency of these notifications to ensure timely updates for the clerks.

This issue has been a key priority of my administration and a key priority of my election integrity agenda. As part of our commitment to ensure a rigorous process, we worked to pass HEA 62 to increase the vigorousness of this capability beyond notices received from other states, providing new statutory authority to enhance this process.

First, HEA 62 amends W.S. 22-3-102(e)(i) to provide as follows:

(i) The secretary of state and the director of the department of transportation shall enter into an agreement to match voter registration data with information maintained by the department regarding driver's licenses, in order to verify the information provided on applications for voter registration, determine if any alien identification number or other evidence of non-United States citizenship is kept within corresponding driver's license records, determine if any voters listed in the Wyoming voter registration system have subsequently received a driver's license from another state as indicated by information received from other states, including but not limited to information received from the state-to-state verification service operated by the American association of motor vehicle administrators or verify any other information indicating a voter should be ineligible to vote at the request of the secretary of state;

This access to the state-to-state verification system is a pivotal advancement. While giving our office statutory authority to receive information indicating a voter may have moved out of state, it also amends W.S. 22-3-116 to provide that this information may be used to further investigate if an individual's registration should be cancelled based on this information, noting in pertinent part:

When the county clerk has information that a registration should be cancelled, he shall mail a notice of intent to cancel to the elector at his address on the registry list stating the reason for cancellation. When the secretary of state or county clerk receives information indicating that there is evidence that an elector may have moved to another state, the secretary of state and the county clerk may use any lawful means to investigate whether the registration should be cancelled, and based on this investigation, the county clerk may mail a notice of intent to cancel to the elector in accordance with this section.

Our administration is fully implementing HEA 62 with our partners at the Wyoming Department of Transportation to ensure “notices of surrender” received from other states to provide to our office in accordance with HEA 62. Once received, pertinent information will be provided to county clerks for further investigation and removal in accordance with Wyoming law.

**9) Describe the process by which registrants who are ineligible to vote due to non-citizenship are identified and removed from the statewide voter registration list.**

As explained above, the number one priority of my 2025 election integrity agenda was requiring up-front, documentary proof of citizenship for voter registration. We successfully passed this bill, and have successfully defended it in court. Additionally, identification and

removal of non-citizens from Wyoming's voter registration list has also been a top priority.

Although cancellation of registration is performed at the county level pursuant to Wyoming law, our administration has been diligent to request removal of ineligible voters from Wyoming's voter registration list, including those who are not qualified to vote by virtue of non-citizen status. As an example, in August of 2023, we pursued an investigation which led to the removal of an illegal alien from Wyoming's voter rolls, who had voted in the November 3, 2020 Election in Campbell County.

Working with other interested partners, our office discovered that Jesus Lopez Sanchez, an illegal alien who had fraudulently obtained a U.S. passport, registered to vote in Campbell County, listing his address as an industrial building in Campbell county, Wyoming. Our records indicated he even voted in the 2020 General Election. As outlined in the attached letter to Campbell County Clerk and Campbell County Attorney, our office requested removal of Sanchez from Wyoming's voter registration list as an ineligible non-citizen. Due to his suspected violations of the Wyoming Election Code, we also referred Sanchez for criminal prosecution for knowingly voting in an election in which he was not entitled to vote, submitting a false voter registration record, falsely swearing on his voter registration application that he was a U.S. citizen, registering to vote when he was not qualified under Wyoming law, and falsely claiming under oath that he was a United States citizen.

Sanchez was subsequently removed from Wyoming's voter registration list.

In an effort to enhance the amount of data available to our office, our 2025 election integrity reform agenda also included explicit statutory authority to utilize the SAVE System for purposes of verifying that voters listed in the Wyoming voter registration system are United States citizens. With the passage of HEA 62, W.S. 22-3-102(e) provides as follows:

(vi) The secretary of state may utilize the systematic alien verification for entitlements (SAVE) program operated by the United States citizenship and immigration services for purposes of verifying that voters listed in the Wyoming voter registration system are United States citizens.

In accordance with HEA 62, on July 1 our office entered into a Memorandum of Agreement with the Department of Homeland Security, U.S. Citizenship and Immigration Services, to allow for increased voter list maintenance services through the SAVE System. This executed MOA and media release outlining our commitment to utilizing the SAVE System has been shared via JEFS. I want to thank the Trump Administration for the tremendous optimization of the SAVE System. In coordination with the Wyoming Department of Transportation and DHS's internal optimizations, our office is actively engaging to upload a significant dataset of Wyoming voters who have indicated to the Wyoming Department of Transportation they are a non-citizen to the SAVE System for further review via the SAVE System. Once reviewed, if any in this search are determined by this review to be non-citizens, appropriate notice will be provided to county clerks for further investigation and removal in accordance with the procedures set forth in Wyoming statute.

**10) HAVA requires states to verify voter registration information by mandating that**

**applicants provide certain information under HAVA Section 303(a)(5). Please provide a copy of the voter registration application(s) utilized for in-person voter registration, a link to the State’s online voter registration application, and, if applicable, the voter registration application used for same-day registration.**

Wyoming law outlines the contents and process of voter registration, and prescribes the Wyoming Voter Registration Application form. Specifically, W.S. 22-3-103 specifies the contents of the voter registration application, which is on our [website](#). It has also been shared via JEFS. With the passage of HEA 57, the Wyoming Voter Registration Form was modified to require documentary proof of United States citizenship, as well as Wyoming residence, in addition to proof of identity, which was previously required for voter registration. Additional instructions outlining the requirements for proof of identity, United States citizenship, and Wyoming residency can be found on the instructions page of the statewide VR form.

Wyoming is exempt from the National Voter Registration Act, because Wyoming law allows election-day voter registration. This dates back to the passage of the NVRA. There is no distinction between the registration form used for election-day registrations and for all other registrations.

**11) Please describe the verification process under HAVA Section 303(a)(5) that election officials perform to verify the required information supplied by the registrant. Please describe what happens to the registration application if the information cannot be verified.**

Upon voter registration, county clerks enter in pertinent information required to be furnished by the applicant into Wyoming’s voter registration system in what is commonly referred to as the “HAVA” check to verify the information listed by the individual on their Voter Registration Application. As noted above, this information, which includes the registrant’s full name, date of birth, driver’s license number, and/or the last four digits of the applicant’s social security number, is automatically checked against several data sources and agency databases designed to verify the information supplied by the registrant. Through leveraging the data sharing agreements noted above, the information entered is cross-checked with the Wyoming Department of Transportation and the Social Security Administration to verify identity and citizenship status, Wyoming Department of Health to identify deceased individuals, Wyoming Department of Corrections and Division of Criminal Investigation to identify records related to felony convictions.

If this search results in a potential match with a record that would be ineligible to register to vote under Wyoming law, the Wyoming Voter Registration System automatically notifies county election officials of the potential match. It is then up to the local county election official to request additional documentation from the registrant in order to manually determine eligibility. For example, a HAVA check which returns a status of a potential felon would notify the clerk to require the registrant to provide evidence that their civil or voting rights have been restored by a competent Wyoming authority.

**12) Provide a copy of the current agreement, under HAVA Section 303(a)(5)(B)(i), between the chief State election official and the State’s motor vehicle authority.**

As elaborated on in more detail in response to question (3) above, the Wyoming Secretary of State's Office has entered into a perpetual MOU with the Wyoming Department of Transportation. The current agreement has been shared via the JEFS System.

In implementing and streamlining the processes set forth in HEA 62, our office is currently working with the Wyoming Department of Transportation to revise this agreement.

**13) Provide a copy of the current agreement between the official responsible for the State's motor vehicle authority and the Commissioner of Social Security Administration under HAVA Section 303(a)(5)(B)(ii).**

In response to this question, our office contacted the Wyoming Department of Transportation, who is in custody of records and materials responsive to this request. Once received, this document will be provided through JEFS via a supplement to this response.

**14) Under HAVA Section 303(b), describe the State's requirements for an individual to vote if the individual registered to vote by mail and has not previously voted in an election for federal office in the State.**

In order to ensure compliance with HAVA Section 303(b), Wyoming law and administrative rule provides for a uniform process whereby new registrants who register by mail are required to furnish the same information as those who register in person.

As noted above, W.S. 22-3-103 provides that the county clerk shall furnish voter registration oath forms and require certain voter information from applicants when they register to vote, including acceptable identification as defined pursuant to W.S. 22-1-102(a)(xxxix) and further enumerated in Chapter 2 of the Secretary of State's Election Procedures pertaining to identification for voter registration, the applicant's driver's license number or the last four digits of his social security number, a tribal identification card, proof of residence, and proof of United States citizenship. *See* W.S. 22-3-103(a).

W.S. 22-3-104(d) specifies that the requirements set forth in W.S. 22-3-103, including providing the documentation sufficient to satisfy HAVA Section 303(b), be required for applicants who register by mail, noting in pertinent part:

(d) An applicant may only register to vote in person or by mail at which time he shall provide the information required by W.S. 22-3-103(a) and sign the registration oath as required by W.S. 22-3-103(b).

Thus, in this way, HAVA Section 303(b) is satisfied.

**15) Please send us Wyoming's current statewide voter registration list. Please include both active and inactive voters.**

As discussed further above, Wyoming's voter registration list, or "registry list," is defined as "the list by precinct of the names, addresses, party affiliations, unique identifying numbers

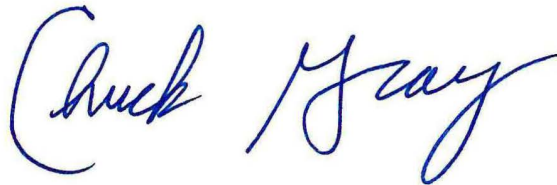
generated by the state, information relating to absentee ballot status, registration dates and precinct and district numbers of the registered electors in the county prepared by the secretary of state or county clerks for distribution as provided in W.S. 22-2-113.” See W.S. 22-1-102(a)(xxix). In essence this list is the list of active registered voters at the time of export. W.S. 22-2-113 outlines the process of exporting registry lists upon request to eligible recipients. Subsection (d) also outlines that unless otherwise provided, all election records of the county clerk are public, and shall be made in accordance with the Wyoming Public Records Act. In accordance with these provisions, our office has furnished previously exported registry lists and history files upon receipt of a public records request, and has routinely provided previously exported lists when requested. Accordingly, a voter registry list exported on July 10, 2025, which is now a public record, has been shared via JEFS.

#### **16) Commitment to HAVA Compliance**

In Wyoming, we continue to make great strides to improve statutes, policies, and procedures to ensure compliance with HAVA. We will strive to continue these efforts throughout the remainder of my term as Secretary of State. Should you have any questions or concerns, please don’t hesitate to contact our office.

I want to thank President Trump and the entire Trump Administration for prioritizing enhanced procedures for voter list maintenance, and for supporting additional safeguards to ensure eligible voters are able to register to vote and vote in American elections.

Sincerely,



Chuck Gray  
Wyoming Secretary of State

---

**From:** Mellett, Timothy F (CRT) [(b)(6)]  
**Sent:** 7/29/2025 3:31:05 PM  
**To:** Gates, Michael (CRT) [(b)(6)]  
**CC:** Riordan, Maureen (CRT) [(b)(6)]  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

Will do

---

**From:** Gates, Michael (CRT) [(b)(6)]  
**Sent:** Tuesday, July 29, 2025 11:30 AM  
**To:** Mellett, Timothy F (CRT) <[(b)(6)]>  
**Cc:** Riordan, Maureen (CRT) <[(b)(6)]>  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

With CA, as a few other states that I anticipate will resist, include your, Maureen's or my contact info – not a line attorney. After this change, okay to go. Thank you.

**Michael E. Gates**

Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: [(b)(6)]

---

**From:** Mellett, Timothy F (CRT) <[(b)(6)]>  
**Sent:** Tuesday, July 29, 2025 11:27 AM  
**To:** Gates, Michael (CRT) <[(b)(6)]>  
**Cc:** Riordan, Maureen (CRT) <[(b)(6)]>  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

Hi Michael,

I have attached a revised draft. Because Mary made contact with the Legal Affairs Office and left her number, I think it makes sense to continue to list her as the contact. Therefore, we would have you signing this letter. If that does not work, let me know. Let me know if you have any additional edits. If this is good to go, then we will put this into pdf final and add Michael's signature. Thanks,

Tim

---

**From:** Gates, Michael (CRT) [(b)(6)]  
**Sent:** Tuesday, July 29, 2025 10:51 AM  
**To:** Riordan, Maureen (CRT) <[(b)(6)]>; Mellett, Timothy F (CRT) <[(b)(6)]>  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

Does my draft make this mistake? I re-read and I do not think it does. What I am trying to avoid is CA redacting everything.

**Michael E. Gates**

Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: [(b)(6)]

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**Sent:** Tuesday, July 29, 2025 10:48 AM  
**To:** Gates, Michael (CRT) <(b)(6)> Mellett, Timothy F (CRT) <(b)(6)>  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

(b)(5)

---

**From:** Gates, Michael (CRT) <(b)(6)>  
**Sent:** Tuesday, July 29, 2025 10:41 AM  
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**Cc:** Riordan, Maureen (CRT) <(b)(6)>  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

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**Michael E. Gates**  
Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

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Legal Affairs Division,

(b)(5), (b)(6)

Thank you,

Tim Mellett  
Deputy Chief, Voting Section

Michael E. Gates  
Deputy Assistant Attorney General

**Michael E. Gates**  
Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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**To:** Gates, Michael (CRT) (b)(6)  
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**Subject:** NVRA List Maintenance Letter Response from California date July 22, 2025

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Dear Legal Affairs Division,

**(b)(5), (b)(6)**

Sincerely,

Tim Mellett  
Deputy Chief, Voting Section

---

**From:** Gates, Michael (CRT) (b)(6)  
**Sent:** 7/29/2025 2:54:01 PM  
**To:** Riordan, Maureen (CRT) (b)(6)  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

Okay. That would work.

**Michael E. Gates**  
Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

---

**From:** Riordan, Maureen (CRT) (b)(6)  
**Sent:** Tuesday, July 29, 2025 10:52 AM  
**To:** Gates, Michael (CRT) (b)(6)  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

Understood, but your letter does (b)(5)  
(b)(5)

---

**From:** Gates, Michael (CRT) (b)(6)  
**Sent:** Tuesday, July 29, 2025 10:51 AM  
**To:** Riordan, Maureen (CRT) (b)(6); Mellett, Timothy F (CRT) (b)(6)  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

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**Michael E. Gates**  
Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

(b)(5)

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Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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Legal Affairs Division,

(b)(5), (b)(6)

Thank you,

Tim Mellett  
Deputy Chief, Voting Section

Michael E. Gates  
Deputy Assistant Attorney General

**Michael E. Gates**  
Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice

Cell: (b)(6)

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Tim

Dear Legal Affairs Division,

**(b)(5), (b)(6)**

Sincerely,

Tim Mellett  
Deputy Chief, Voting Section

---

**From:** Mellett, Timothy F (CRT) (b)(6)  
**Sent:** 7/29/2025 2:52:45 PM  
**To:** Gates, Michael (CRT) (b)(6); Riordan, Maureen (CRT) (b)(6)  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

My suggestion is going to be (b)(5)

---

**From:** Gates, Michael (CRT) (b)(6)  
**Sent:** Tuesday, July 29, 2025 10:51 AM  
**To:** Riordan, Maureen (CRT) (b)(6); Mellett, Timothy F (CRT) (b)(6)  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

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**Michael E. Gates**  
Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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**To:** Gates, Michael (CRT) (b)(6); Mellett, Timothy F (CRT) (b)(6)  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

(b)(5)

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**Cc:** Riordan, Maureen (CRT) (b)(6)  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

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Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

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Legal Affairs Division,

(b)(5), (b)(6)

Thank you,

Tim Mellett  
Deputy Chief, Voting Section

Michael E. Gates  
Deputy Assistant Attorney General

**Michael E. Gates**  
Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
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Tim

Dear Legal Affairs Division,

**(b)(5), (b)(6)**

Sincerely,

Tim Mellett  
Deputy Chief, Voting Section

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**From:** Mellett, Timothy F (CRT) [(b)(6)]  
**Sent:** 7/29/2025 3:27:10 PM  
**To:** Gates, Michael (CRT) [(b)(6)]  
**CC:** Riordan, Maureen (CRT) [(b)(6)]  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025  
**Attachments:** DOJ Response Ltr to SOS 2025 07 29.docx

Hi Michael,

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Tim

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Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: [(b)(6)]

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[(b)(5)]

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(b)(5), (b)(6)

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Tim Mellett  
Deputy Chief, Voting Section

Michael E. Gates  
Deputy Assistant Attorney General

**Michael E. Gates**  
Deputy Assistant Attorney General  
Civil Rights Division, U.S. Department of Justice  
Cell: (b)(6)

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Subject: NVRA List Maintenance Letter Response from California date July 22, 2025

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Tim

Dear Legal Affairs Division,

(b)(5), (b)(6)

Sincerely,

Tim Mellett  
Deputy Chief, Voting Section

**DOCUMENT WITHHELD IN FULL UNDER  
FOIA EXEMPTIONS B(5) AND B(6).**

---

**From:** Mellett, Timothy F (CRT) [(b)(6)]  
**Sent:** 7/29/2025 2:48:53 PM  
**To:** Riordan, Maureen (CRT) [(b)(6)]; Gates, Michael (CRT) [(b)(6)]  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

I will be sending a revised draft letter shortly.

---

**From:** Riordan, Maureen (CRT) [(b)(6)]  
**Sent:** Tuesday, July 29, 2025 10:48 AM  
**To:** Gates, Michael (CRT) [(b)(6)] Mellett, Timothy F (CRT) <[(b)(6)]>  
**Subject:** RE: NVRA List Maintenance Letter Response from California date July 22, 2025

(b)(5)

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**To:** Mellett, Timothy F (CRT) <[(b)(6)]>  
**Cc:** Riordan, Maureen (CRT) <[(b)(6)]>  
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Civil Rights Division, U.S. Department of Justice  
Cell: [(b)(6)]

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Deputy Chief, Voting Section

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**(b)(5), (b)(6)**

Sincerely,

Tim Mellett  
Deputy Chief, Voting Section

---

**From:** Tucker, James T. (CRT) <(b)(6)>  
(b)(6)  
**Sent:** 8/11/2025 1:50:48 PM  
**To:** Mellett, Timothy F (CRT) <(b)(6)>  
**Subject:** RE: Records/Privacy Act  
**Attachments:** NVRA list maintenance training - 11 August 2025.pptx

Here's the revised PP. The two new slides are at the end.

---

**From:** Mellett, Timothy F (CRT) <(b)(6)>  
**Sent:** Monday, August 11, 2025 9:19 AM  
**To:** Tucker, James T. (CRT) <James.T.T.(b)(6)>  
**Subject:** FW: Records/Privacy Act

Please add a slide on Privacy Act and RIM. Thanks!

---

**From:** Mellett, Timothy F (CRT)  
**Sent:** Thursday, August 7, 2025 1:41 PM  
**To:** Percival, Allan (CRT) <(b)(6)>  
**Subject:** RE: Records/Privacy Act

Thanks, Allan. Much appreciated.

Tim

---

**From:** Percival, Allan (CRT) <(b)(6)>  
**Sent:** Thursday, August 7, 2025 11:30 AM  
**To:** Mellett, Timothy F (CRT) <(b)(6)>  
**Subject:** RE: Records/Privacy Act

Hello Timothy,

There currently isn't really much more than what is listed in the documents attached. However, three things that I can pass on to you, to then pass onto others is:

- #1. keep your P Drive records' folders as neat and organized as possible.
- #2. Do not duplicate records. Since we are now in the age of electronic records, individuals may get tempted to copy and paste everything but that is discouraged. It is better for multiple individuals to work from one central folder.
- #3. Everything is not a record. Again, in the age of electronic records everything should not be kept at the conclusion of a case. Only substantive materials should be maintained at the end of the case. I can't tell you what is considered substantive. That is better left to your section's SME (subject matter experts).

Hope that helps...

Allan

---

**From:** Mellett, Timothy F (CRT) <(b)(6)>  
**Sent:** Tuesday, August 5, 2025 2:43 PM

**To:** Percival, Allan (CRT) <(b)(6)>

**Subject:** Records/Privacy Act

Hi Allan,

We are collecting voter registration list data from various states that contains PII. We have it locked down on the P Drive with Lit Support and the attorneys who are working with the data having access to those folders for their investigations. I wanted to make sure that everyone knows their obligations in working with the data. I have the attached regarding Records obligations of which I am aware. Is there anything else I should be sharing with folks regarding their obligations? I'm also happy to chat about this. Thanks,

Tim Mellett

Deputy Chief, Voting Section

(b)(6)

# National Voter Registration Act (NVRA)

Next steps for list maintenance

Voting Section



U.S. Department of Justice

**Civil Rights Division**

# Overview

1. “Reasonable efforts” under the NVRA
2. Evaluating state responses
3. Preserving and protecting data and records
4. Questions and Discussion

## List maintenance under Section 8(a)(4) of the NVRA

Each covered state is required to “conduct a general program that makes a **reasonable effort** to remove the names of ineligible voters from the official lists of eligible voters by reason of the death of the registrant; or a change in the residence of the registrant...”

52 U.S.C. § 20507(a)(4) (emphasis added)

3

## List maintenance under Section 8(a)(4) of the NVRA: What is a “reasonable effort”? Department’s position:

“[T]he question whether the general program of list maintenance [a state] undertakes in fact amounts to a ‘reasonable effort’ to remove ineligible voters under Section 8 of the NVRA goes beyond the simple existence of state laws and procedures, to include consideration of the actual efforts undertaken pursuant to those laws and procedures. Indeed, the NVRA requires states to ‘conduct a general program that makes a reasonable effort to remove the names of ineligible voters.’ 52 U.S.C. § 20507(a)(4) (emphasis added).”

## List maintenance under Section 8(a)(4) of the NVRA: What is a “reasonable effort”? Department’s position:

“**States cannot meet this requirement merely by pointing to the existence of a state statute, regulation, or delegation.** Indeed, there must be evidence that the state actually ‘conduct[s]’ the required ‘general program.’ *Id.*; see also, e.g., *Bellitto v. Snipes*, 935 F.3d 1192, 1205-07 (11th Cir. 2019) (considering whether jurisdiction’s actual practices regarding removals for deaths amounted to reasonable effort to remove ineligible voters); *Missouri*, 535 F.3d at 850...”

DOJ Statement of Interest, *PILF v. Boockvar* (E.D. Pa. Jan. 7, 2021)

## List maintenance under Section 8(a)(4) of the NVRA: What is a “reasonable effort”? Illustrative definitions:

“[A] state must establish a program that makes **a rational and sensible attempt to remove dead registrants**; a state need not, however, go to ‘extravagant or excessive’ lengths in creating and maintaining such a program.”

*Pub. Int. Legal Found. v. Benson*, No. 24-1255, 2025 WL 1300245, at \*7 (6th Cir. May 6, 2025)

**List maintenance under Section 8(a)(4) of the NVRA:  
What is a “reasonable effort”? Illustrative definitions:**

“[A] jurisdiction's reliance on reliable death records, such as **state health department records and the Social Security Death Index**, to identify and remove deceased voters constitutes a reasonable effort. The state is not required to exhaust all available methods for identifying deceased voters; it need only use reasonably reliable information to identify and remove such voters.”

*Bellitto v. Snipes*, 935 F.3d 1192, 1205 (11th Cir. 2019)

7

## List maintenance under Section 8(a)(4) of the NVRA: Safe harbor for states to comply with this requirement

A state that uses Postal Service data from the **National Change of Address program (NCOA)** to identify voters who may have moved, sends those voters confirmation notices, and then removes voters who fail to respond to those notices and do not vote in the two subsequent federal general elections.

52 U.S.C. § 20507(c)(1); see also *Bellitto v. Snipes*, 935 F.3d 1192, 1195 (11th Cir. 2019) (calling it the “**safe-harbor’ provision**”).

8

## List maintenance under Section 8(a)(4) of the NVRA: Safe harbor for states to comply with this requirement

“Other possible examples of a general list maintenance program could include States undertaking **a uniform mailing** ... to all voters in a jurisdiction, for which the State could use information obtained from returned non-deliverable mail” in place of NCOA data.

Department of Justice, NVRA Questions & Answers ¶ 33, at <http://www.justice.gov/crt/national-voter-registration-act-1993-nvra>

9

**(b)(5)**

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**(b)(5)**

**(b)(5)**

**(b)(5)**

## Preserving and protecting data and records: The Privacy Act

1. Personally Identifiable Information (PII) in voter records must be protected
2. Includes the following limitations:
  - CRT/VOT may collect only data it is authorized to collect
  - Access to data is limited to only those who need access for their assigned work
  - Data is accessible in the secured files are user/password limited

26

## Preserving and protecting data and records: **Records and Information Management (RIM)**

Everyone is required to read and comply with CRT's RIM policy in:

1. Creating records and documenting activities for which you are responsible
2. Preserving records in a secure and efficient manner
3. Maintaining records according to CRT's RIM policy
4. Ensuring disposition of records comply with CRT's RIM policy and federal law

27

# Discussion and Questions



U.S. Department of Justice  
**Civil Rights Division**

**DOCUMENT WITHHELD IN FULL UNDER FOIA EXEMPTION B(5).**

**DOCUMENT WITHHELD IN FULL UNDER  
FOIA EXEMPTIONS B(5) AND B(6).**

**DOCUMENT WITHHELD IN FULL UNDER  
FOIA EXEMPTIONS B(5) AND B(6).**

**DOCUMENT WITHHELD IN FULL UNDER  
FOIA EXEMPTIONS B(5) AND B(6).**

# National Voter Registration Act (NVRA)

Next steps for list maintenance

Voting Section



U.S. Department of Justice

**Civil Rights Division**

# Overview

1. Status Update
2. “Reasonable efforts” under the NVRA
3. Evaluating state responses
4. Preserving and protecting data and records
5. Questions and Discussion

# Status Update

## List maintenance under Section 8(a)(4) of the NVRA

Each covered state is required to “conduct a general program that makes a **reasonable effort** to remove the names of ineligible voters from the official lists of eligible voters by reason of the death of the registrant; or a change in the residence of the registrant...”

52 U.S.C. § 20507(a)(4) (emphasis added)

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## List maintenance under Section 8(a)(4) of the NVRA: What is a “reasonable effort”? Department’s position:

“[T]he question whether the general program of list maintenance [a state] undertakes in fact amounts to a ‘reasonable effort’ to remove ineligible voters under Section 8 of the NVRA goes beyond the simple existence of state laws and procedures, to include consideration of the actual efforts undertaken pursuant to those laws and procedures. Indeed, the NVRA requires states to ‘**conduct** a general program that makes a reasonable effort to remove the names of ineligible voters.’ 52 U.S.C. § 20507(a)(4) (emphasis added).”

## List maintenance under Section 8(a)(4) of the NVRA: What is a “reasonable effort”? Department’s position:

**“States cannot meet this requirement merely by pointing to the existence of a state statute, regulation, or delegation.** Indeed, there must be evidence that the state actually ‘conduct[s]’ the required ‘general program.’ *Id.*; see also, e.g., *Bellitto v. Snipes*, 935 F.3d 1192, 1205-07 (11th Cir. 2019) (considering whether jurisdiction’s actual practices regarding removals for deaths amounted to reasonable effort to remove ineligible voters); *Missouri*, 535 F.3d at 850...”

DOJ Statement of Interest, *PILF v. Boockvar* (E.D. Pa. Jan. 7, 2021)

## List maintenance under Section 8(a)(4) of the NVRA: What is a “reasonable effort”? Illustrative definitions:

“[A] state must establish a program that makes **a rational and sensible attempt to remove dead registrants**; a state need not, however, go to ‘extravagant or excessive’ lengths in creating and maintaining such a program.”

*Pub. Int. Legal Found. v. Benson*, No. 24-1255, 2025 WL 1300245, at \*7 (6th Cir. May 6, 2025)

## List maintenance under Section 8(a)(4) of the NVRA: What is a “reasonable effort”? Illustrative definitions:

“[A] jurisdiction's reliance on reliable death records, such as **state health department records and the Social Security Death Index**, to identify and remove deceased voters constitutes a reasonable effort. The state is not required to exhaust all available methods for identifying deceased voters; it need only use reasonably reliable information to identify and remove such voters.”

*Bellitto v. Snipes*, 935 F.3d 1192, 1205 (11th Cir. 2019)

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## List maintenance under Section 8(a)(4) of the NVRA: Safe harbor for states to comply with this requirement

A state that uses Postal Service data from the **National Change of Address program (NCOA)** to identify voters who may have moved, sends those voters confirmation notices, and then removes voters who fail to respond to those notices and do not vote in the two subsequent federal general elections.

52 U.S.C. § 20507(c)(1); see also *Bellitto v. Snipes*, 935 F.3d 1192, 1195 (11th Cir. 2019) (calling it the “**safe-harbor’ provision**”).

## List maintenance under Section 8(a)(4) of the NVRA: Safe harbor for states to comply with this requirement

“Other possible examples of a general list maintenance program could include States undertaking **a uniform mailing** ... to all voters in a jurisdiction, for which the State could use information obtained from returned non-deliverable mail” in place of NCOA data.

Department of Justice, NVRA Questions & Answers ¶ 33, at <http://www.justice.gov/crt/national-voter-registration-act-1993-nvra>

## Evaluating state responses:

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# Preserving and protecting data and records:

## The Privacy Act

1. Personally Identifiable Information (PII) in voter records must be protected
2. Includes the following limitations:
  - CRT/VOT may collect only data it is authorized to collect
  - Access to data is limited to only those who need access for their assigned work
  - Data is accessible in the secured files are user/password limited

# Preserving and protecting data and records: **Records and Information Management (RIM)**

Everyone is required to read and comply with CRT's RIM policy in:

1. Creating records and documenting activities for which you are responsible
2. Preserving records in a secure and efficient manner
3. Maintaining records according to CRT's RIM policy
4. Ensuring disposition of records comply with CRT's RIM policy and federal law

# Discussion and Questions



U.S. Department of Justice  
**Civil Rights Division**

**Civil Rights Division (CRT)  
Records and Information Management (RIM)  
Handbook**



Last Updated: 11/09/2021

CREW v. DOJ – CRT – 000174

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## Introduction to Records and Information Management at CRT

Effective **Records and Information Management** (RIM) at the Department of Justice (DOJ) and its Civil Rights Division (CRT, Division, or Component) are the framework of our mission.

Ensuring that CRT has an effective RIM Program falls under the purview of the Division's **RIM Program Team**, as lead by CRT's **Records Manager** (RM or RIM Specialist). However, proper RIM is the responsibility of all CRT staff. As government employees, all personnel and each office, must adhere to DOJ's and CRT's established RIM policies and practices. To help you in this regard, this handbook provides information on the basics of RIM. It also highlights the responsibilities for government staff, CRT's RIM Program Team, and our federal contractors. **Please note** that these responsibilities are further elaborated upon, and documented, within [the Division's overarching RIM Policy](#), including its sub-policies. They are not extensively outlined or fully defined herein. These directives meet and/or exceed the minimum RIM requirements established by Federal law and or regulations.

This handbook will help you further understand those regulations by outlining the basics of RIM. Subjects covered in this handbook will include, but are not limited to:

- myriad RIM-specific topics, AND
- the 3 phases of **the Records Lifecycle** (e.g., receipt/creation, maintenance/use, and **disposition**), AND
- litigation holds and freezes, AND
- the differences between the **National Archives and Records Administration's** (NARA) [General Records Schedules](#) (GRS), versus the [Records Control \(retention\) Schedules](#) (RCS), which are specific to DOJ and our Component.

CRT government staff and contractors are mandated under Federal law to preserve **Federal Records** pursuant to [44 U.S.C. Chapter 31](#). Federal records (or **official records**) provide evidence of the business activities of our Component. As a result, CRT has myriad duties and obligations when it comes to RIM. For your awareness they include (but are not limited to) the preservation and proper documentation of CRT's functions, policies, decisions, procedures and **essential records** transactions. All of which are paramount towards ensuring our RIM Program is effective, and fully adheres to the **Federal Records Act**.

Fulfilling these responsibilities not only fosters an effective RIM Program, but it also reduces the likelihood of negative legal consequences for our Division, while saving fiscal dollars for CRT, and the American people. In turn, proper RIM provides better access to data when it's needed or required. Moreover, [as our Division has moved to fully-functional electronic records](#), proper RIM is critical to ensure the reliability, accessibility and validity of **electronic records governance/management** (ERM).

If you have any questions on this handbook and or any other RIM questions, please feel free to reach out to any member of our RIM Program Team. We would be happy to clarify this handbook or any other RIM topic for you.

## Select Records Management Authorities (not an exhaustive list)

[CRT Policy on Creating, Maintaining, and Disposition of Official Records](#)

[CRT Records Requirements Guide for the Creation, Maintenance, and Disposition of Enforcement Records \(RRG\)](#)

Disposal of Records ([44 U.S.C. Chapter 33](#))

Freedom of Information Act ([5 U.S.C.552](#))

M-19-21: [Transition to Electronic Records](#)

NARA: [National Archives and Records Administration](#) and the [Act of 1984](#)

The Privacy Act ([5 U.S.C. 552a](#))

Recordkeeping for Litigation Case Files ([DOJ Policy Statement 0801.06](#))

Records and Information Management ([DOJ Order 0801](#))

Records Management ([36 CFR Subchapter B](#))

Records Management by Federal Agencies ([44 U.S.C. Chapter 31](#))

Record Schedule Requirements ([36 CFR 1225.10](#))

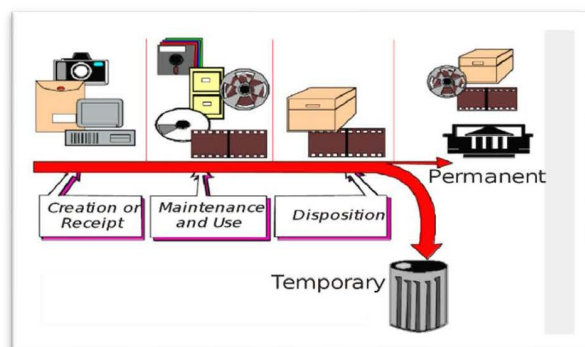
Removal of and Access to Department of Justice Information ([DOJ Policy Statement 0801.02](#))

## The Basics of Records and Information Management (RIM)

### What is Records and Information Management (RIM)?

RIM is defined as the field of managing and the responsibilities for the systematic control of the receipt/creation, maintenance/use, and disposition of federal records. In short, the Records Lifecycle. The records lifecycle is the period of time that records are in the custody of federal agencies. As noted above, it consists of three stages:

- Creation or receipt
- Maintenance and use
- Disposition
  - **Temporary** Federal Records
  - **Permanent** Federal Records



### What is a record?

1. Is created or received in any medium by any agency of the U.S. Government, pursuant to law, or in the transaction of business.
2. Is preserved, or appropriate for preservation, because it provides evidence of an Agency's organization, functions, decisions, procedures and transactions. ([44 U.S.C. 3301](#))

For the statutory definition of a federal record see [44 U.S. Code § 3301](#).

### The Records Lifecycle elaborated.

1. Creation or Receipt: Any information created, received as evidence and/or information, by an organization or person, in pursuance of legal obligations, or in the transaction of business.
2. Maintenance and Use: Any activity involving the location of records of a federal agency. This includes the storage, retrieval, and handling of records kept at office locations within physical cabinets, digital repositories (*e.g.*, shared drives, cloud, etc.); the processing of mail; the selection and utilization of equipment; and supplies associated with records and copying.
3. Disposition: Legal actions regarding Federal records as defined by the governing retention schedules. Disposition only occurs **after** the time-frames outlined in the governing records schedules and secondarily when the federal records are no longer needed to conduct current agency business. For CRT's purposes Disposition actions include:

- Transfer of records to NARA's **Federal Records Center (FRC)**.
- **Accession** (*e.g.*, transfer) of **permanent** records directly to NARA's **Archives**.
- **Disposal** of temporary records no longer needed to conduct agency business, usually by destruction or deletion.

### **How do I identify the records of my office?**

Items and documentations that tell a story of the agency are likely Federal records. Future generations will look upon these records to understand the world we live in today. Examples below provide informative materials that tell the stories of CRT and provide good examples of federal records (*e.g.*, **file series**) that will require **file plans** as well as **record inventories**.

Examples of CRT documents that are likely to be records under the Federal Records Act:

- Business records: litigation case files, correspondence, agreements, studies
- Action records: FOIA requests, correspondence, invoices, formal responses to requests  
Records that document DOJ activities: calendars, meeting minutes, reports
- Records mandated by statutes or regulations: case files, decisions
- Records of financial or legal claims: litigation case files, contracts, personnel and payroll

### **What are Personal Records and Non-Records?**

Personal papers are documentary materials belonging to an individual that are not used to conduct CRT business. They relate solely to an individual's personal and private affairs or are used exclusively for that individual's convenience. They may refer to or comment on the subject matter of agency business, provided they are not used to conduct that business. In contrast to both records and **non-record** materials, personal papers are not Government-owned. Certain documentary materials are clearly personal and may readily be identified and claimed as such. Categories of personal papers include:

- Materials accumulated by an individual before joining Government service that are not later used to conduct Government business. Examples include previous work files, political materials, and reference files.
- Materials brought into or accumulated in the office that are not used to conduct agency business and that relate solely to an individual's family matters, outside business pursuits, professional activities, or private political associations. Examples include family and personal correspondence, volunteer and community service records, literature from professional organizations, and manuscripts and drafts of articles and books.
- Work-related materials, such as diaries, journals, notes, personal calendars, and appointment schedules, that are not prepared, received, or used in the process of transacting agency business.

Although these materials contain work-related information, they are personal papers if they are claimed as such and serve only the individual's own purpose (e.g., as reminders and personal observations about work-related and other topics). This category is the most difficult to distinguish from agency records because of its work-related content.

Non-record materials are US Government-owned documentary materials excluded from the legal definition of records ([44 U.S.C. 3301](#)), either by failing to meet the general conditions of record status already described or by falling under one of three specific categories:

- Extra copies of documents preserved only for convenience of reference.
- Stocks of publications and of processed documents. The DOJ needs, however, to create and maintain record sets of processed documents and of publications, including annual and special reports, special studies, brochures, pamphlets, books, handbooks, manuals, posters, and maps.
- Library and museum material made or acquired and preserved solely for reference or exhibition purposes.
- Information copies of correspondence, directives, forms, and other documents on which no administrative action is recorded or taken.
- Routing slips and transmittal sheets adding no information to that contained in the transmitted material.
- Tickler, follow up, or suspense copies of correspondence, provided they are extra copies of the originals.
- Duplicate copies of documents maintained in the same file.
- Extra copies of printed or processed materials for which complete record sets exist, such as current and superseded manuals maintained outside the office responsible for maintaining the record set.
- Catalogs, trade journals, and other publications that are received from other Government agencies, commercial firms, or private institutions and that require no action and are not part of a case on which action is taken.
- Physical exhibits, artifacts, and other material objects lacking evidential value.

### **What is the difference between a litigation holds and a frozen record?**

A **litigation hold** refers to a temporary freeze of destruction of certain record(s) due to a legal action involving the agency. The hold suspends the normal disposition cycle of the records mentioned in the hold notice to prevent their early/premature disposal.

A **frozen record** is a record temporarily suspended because of special circumstances that alter the administrative, legal, or fiscal value of the records.

### **Who is responsible for RIM?**

The National Archives and Records Administration (NARA) is an independent agency that oversees the management of all Federal records. Pursuant to the National Archives and Records Administration Act of 1984, both NARA and the General Services Administration provide overseeing authority to federal agencies by providing guidance on management and disposition of records to economic efficiencies of records management.

However, each federal agency is explicitly responsible for managing its records. Directors of each agency have specific legal requirements for their RIM Programs. An agency's responsibilities include:

- Making and preserving records that contain adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential records transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities ([44 U.S.C. 3101](#))
- Establishing and maintaining an active, continuing program for the economical and efficient management of the records of the agency ([44 U.S.C. 3102](#))
- Establishing safeguards against the **removal** or loss of records and making requirements and penalties known to agency officials and employees ([44 U.S.C. 3105](#))
- Notifying the Archivist of any actual, impending, or threatened unlawful destruction of records and assisting in their recovery ([44 U.S.C. 3106](#))

### **Who else is responsible for RIM?**

YOU ARE. All Federal Employees (*e.g.*, government staff and contractors) also have a legal responsibility for RIM. Below are the basic obligations for all federal employees.

1. Create records, record decisions, and actions taken. Document activities for which you are responsible.
2. Preserve records and ensure directories and files and its materials are easily referenced and trackable. Ensure that records are stored in a safe and efficient way to retrieve information when necessary. Separate official records and non-records accordingly.
3. Maintain records according to CRT's RIM policies and procedures. Protect records from loss, damage, improper destruction, and unauthorized disclosure.
4. Carry out the disposition of records under your control in accordance with agency records schedules and Federal regulations.

## What are the benefits of managing my records?

Good records management:

- Increases efficiency and productivity in your office: accurate and complete documentation, timely responses and retrieval
- Protects records from inappropriate and unauthorized access and disclosure
- Safeguards essential records and provides continuity of operations in the event of a disaster
- Ensures compliance with statutory and regulatory requirements
- Protects the rights of the government and the citizens of the United States

## What are the risks of poor management of records?

- Increased difficulty or inability to complete your work and meet your responsibilities
- Difficulties in fulfilling FOIA or litigation requests
- Criminal or civil penalties, fines and/or imprisonment for:
  - The unlawful removal or destruction of federal records ([18 U.S.C. 2071](#))
  - The unlawful disclosure of national security information ([18 U.S.C. 793](#), [794](#), & [798](#))
  - The improper handling of records containing other information exempt under the Freedom of Information Act ([5 U.S.C.552](#)), the Privacy Act ([5 U.S.C. 552a](#)), and other information to which access is restricted by law.

## Record Control (retention) Schedules (RCS)

Record Control (or retention) Schedules (RCS) provide a systematic guide to instruct federal employees on how to legally dispose of temporary records or properly transfer permanent records to NARA. A records schedule establishes CRT's official policy for records and information retention and disposal. The schedule provides mandatory instructions on what to do with records and non-record documents when there is no longer a business need for them.

Each federal agency is required by statute ([36 CFR 1225.10](#)) to maintain a comprehensive records schedule. This comprehensive schedule is developed by combining NARA's **General Records Schedules** (containing disposal authority for records common to several or all agencies), with DOJ and CRT specific records retention items or record series.

RCS's are issued by the collaboration and approval of the Archivist, Departments Records Officer, Agency Records Officer, program managers and their respective teams. The average processing time for a newly formed RCS is 1 year. These types of schedules provide instructions

of disposition of mission-related records and/or agency-specific records that are unique to the agency.

## General Records Schedules (GRS)

General Records Schedules (GRS) are issued by the Archivist of the United States to provide disposition authorization for records common to several or all agencies of the Federal Government. They include records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common functions, and certain non-textual records. They also include records relating to temporary commissions, boards, councils and committees. Such records are commonly referred to as administrative records that are common among all federal agencies. You may find the GRS authority by going to [this link](#).

## Record Holding Locations

### Active Records Unit (ARU)

The Active Records Unit (ARU), or file room, residing in your specific office area is one of several records units that are part of CRT's RIM Program. They are located amongst the offices of our staff, the ARU stores open litigation case files, **active records**, etc.

The ARU should serve as the central focus for most case file activities and concerns of the Division's litigating Sections. The ARU Technician responsible for the unit will create, shelve, and maintain the files; retrieve requested file; file properly identified documents into the appropriate case folders; enter all the needed location information into the automated tracking system; and receive, box, and ship closed case files, in cooperation with the RIM Program Team. Please contact your [Section's RIM POCs](#) (or **Records Liaisons/Custodians**) for additional information.

### Federal Record Centers (FRC)

The Federal Records Centers (FRC) are the current repository of federal records waiting for disposal (*i.e.*, temporary records), or accession to the Archives (*i.e.*, permanent records). All records follow their approved records retention schedules. Requests of records from the FRC should be coordinated through your Section's Primary RIM POC, and subsequently the RIM Program Team.

Contact Information

Doug York  
Records Manager (RIM Specialist)  
Ph: (b)(6)  
Cell: (b)(6)  
(b)(6)

Allan Percival  
RIM Program Team (Task Supervisor)  
Ph: (b)(6)  
(b)(6)

Martavious (Tay) Henderson  
RIM Program Team  
Ph: (b)(6)  
(b)(6)

Elsa Tesfamicael  
RIM Program Team  
Ph: (b)(6)  
(b)(6)

## Records and Information Management (RIM) Definitions

**Accession:** Accessioning is the process of transferring physical and legal custody of permanent records to the National Archives and Records Administration (NARA).

**Active Record:** An active record is a record needed to perform current operations, subject to frequent use, and usually located near the user.

**Archives:** NARA's Archives are the holding area for the permanent records of the Agency that are accessioned (transferred) to the National Archives and Records Administration (NARA).

**Disposal:** Disposal refers to the final actions taken regarding temporary records after they reach their Disposition Date. It normally means destruction of the records, either by deletion, recycling, or burning the records.

**Disposition Date:** Disposition Date, or Disposition, is the third and final stage of the records lifecycle. It means those actions taken regarding Federal records after they are no longer needed to conduct current agency business. Disposition includes destruction (temporary records) as well as other actions, such as the Accession or transfer of permanent records to NARA's Archives.

**Electronic Records Governance:** Electronic Records Governance, more commonly known as Electronic Records Management (ERM), establishes mechanisms to ensure coordination between CRT's Chief Information Officer (CIO), RIM Program Team, and Section RIM POCs, and regular coordination and collaboration between [Office of Records Management Policy](#) (ORMP), CRT's RIM Program Team, [Office of Information Technology and Cybersecurity](#) (OITC) leadership and Section RIM POCs (as needed). Within the Division, ERM also establishes cross-functional RIM Program Team/OITC working groups or teams. These teams collaboratively document and assess the legal and functional requirements for recordkeeping and work together to develop technical and policy approaches to meet those requirements. Any information that is recorded in a form that only a computer can process and that satisfies the definition of a record as defined in 44 USC 3301. For additional information on ERM, see [NARA's website](#).

**Essential Records:** Essential records (formerly known as vital records) are “[R]ecords an agency needs to meet operational responsibilities under national security emergencies or other emergency conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).”

**Federal Records Center (FRC):** FRCs have safeguarded the nation's records since 1950. They are storage facilities that are fully compliant with regulations that protect records from fire, theft, pests, water damage, and natural disasters. For additional information on FRCs, see [NARA's website](#). For additional information on storage regulations, see [NARA's website](#).

**File Plans:** File plans are tools that CRT personnel can use to help manage records. They serve as tracking tools that list the different records maintained by a particular CRT office, where and how the records are stored, and how long they are to be kept. These RIM tools enable our staff

to identify different records categories, create directory/organizational structures, and prepare for future records dispositions. In addition, file plans must identify cut-off dates, essential records, file naming conventions, and implement other applicable RIM methods universal throughout the Division.

**File Series:** A file series is a group of records arranged together because they relate to a particular subject or function, they result from the same activity, they document a specific type of transaction, or they have some other type of relationship. File Series is sometimes referred to as a record series.

**Frozen Record:** Frozen records are records that are held temporarily for litigation, investigation, or audit purposes. They can only be destroyed or accessioned after the completion of a litigation, an investigation, or an audit (also known as a **Litigation Hold**).

**General Records Schedule (GRS):** The General Records Schedule (GRS) are created, updated, and issued by the Archivist of the United States. The GRS provides agencies with the disposition authorities that govern records that are common to several or all Federal Government agencies. For more information on the GRS, see [NARA's website](#).

**The National Archives and Records Administration (NARA):** NARA is the nation's record keeper. Of all documents and materials created in the course of business, conducted by the United States Federal government, only 1%-3% are important enough for legal or historical reasons that they are kept by NARA forever. For additional information see [NARA's website](#).

**Non-record:** Non-records are Federally-owned informational materials excluded from the legal definition of records or not meeting the requirements of the definition. Includes extra copies of documents kept only for convenience of reference, stocks of publications and of processed documents, and library or museum materials intended solely for reference or exhibition.

**Official Records:** Official Records (or **Federal Records**) are legally recognizable and judicially enforceable records, which establish some fact, policy, or institutional position or decision. They are subject to the records retention schedules (RCS) that govern them. Moreover, they are all documentary materials, regardless of physical form, that are made or received by an agency of the U.S. Government, under Federal law, or in connection with the transaction of public business. They must be preserved for an appropriate amount of time as evidence of agency activities, because of the value of the information they contain.

**Permanent Records:** Permanent Records are historically significant records that must be accessioned or transferred to NARA's Archives after expiration of the retention period. In general, any Federal record that has been determined by NARA to have sufficient value to warrant its preservation in the National Archives.

**Records and Information Management (RIM):** RIM is the planning, controlling, directing, organizing, training, promoting, and other records managerial activities related to the creation, maintenance, use, and disposition of records.

**Records Control/Retention Schedules (RCS):** RCSs are requests for disposition authority documents, via agency requests to NARA, submitted since 1973. Older items may have subsequently been superseded by more recent submissions. For DOJ and CRT specific RCSs, see [NARA's website](#).

**Records Inventory:** Complete and accurate survey of CRT's RIM Program that documents the records created, received, and used by a Section or Program office. It is the first step in creating a file plan.

**The Records Lifecycle:** The Records Lifecycle, or lifecycle, refers to the three-stage "life span" of a record. This encompasses creation/receipt, maintenance/use, and disposition (disposal, transfer, or accession).

**Records Manager (RIM Specialist):** CRT's Records Manager (RM) formulates RIM policies, performs strategic analysis and planning, conducts the RIM program's outreach, coordinates **training**, develops metrics, and ensures that sound RIM governance and accountability measures are in place. The RM also ensures compliance with Federal laws, regulations, and guidance (NARA and Departmental) and advises Division staff on any issues in this area. Additionally, the RM is familiar with CRT's goals, objectives, and priorities as a whole, and ensure that the RIM program supports the organization's mission and needs.

**Records Liaisons/Custodians (RIM POCs):** Records Liaisons/Custodians or RIM POCs are the first points of contact for each Section's or Branch's employees.

**Removal of and Access to DOJ Information:** DOJ Policy Statement 0801.02 (Removal of and Access to DOJ Information) establishes policy and procedures for removal of and access to Department of Justice records and information by transferring, departing, and former Department of Justice employees. For additional information see [ORMP's website](#).

**Retention:** Retention is the length of time a federal record must be kept (either in the office or at the FRC), because it is needed for ongoing business, in order to document an action, or for statutory reasons. It is often referred to as a retention period.

**Section RIM POCs:** Section RIM POCs (aka Records Liaisons or Records Custodians) are the Section personnel that have situational awareness and Section-level oversight of the Section's official records. Within their respective office they provide first-line RIM guidance for that particular office's personnel. They coordinate, or act as *liaisons* with the RIM Program Team, throughout the three stages of the Records Lifecycle, as well as with the Subject Matter Experts (SME) of the RCSs governing the Section's records. The most up-to-date list of RIM POCs, may always be found [here](#). For additional information and training on/for Records Liaisons, see [NARA's website](#).

**Temporary Records:** Temporary Records are records that are eligible for disposal/destruction after expiration of the retention period (i.e., three years after citizen correspondence is received).

**Training:** Training refers to RIM training that promotes awareness and compliance with federal recordkeeping requirements, as well as the Department's and Division's RIM policies and processes. RIM training must include annual basic training for all staff, and role-based RIM training for the RIM Program Team, Section RIM POCs, OITC staff, managers, and senior staff.