

Monday, April 22, 2024 at 10:18:15 Eastern Daylight Time

Subject: Brazos County, TX - Records Request ADMIN-2024-183 Completed
Date: Friday, April 19, 2024 at 3:37:17 PM Eastern Daylight Time
From: JustFOIA Notification
To: AO Records

EXTERNAL SENDER

Hello,

The request [Request Number: ADMIN-2024-183](#) has been completed. Please click on the link to download the responsive records.

Thank you,
JustFOIA

**Note: This is an automated email notification. Please do not respond to this email.*

Request Information

Print Requested By: ALeggett@brazoscountytexas.gov
Date Printed: 03/19/2024

Request Number: ADMIN-2024-92
Date of Request: 02/08/2024 02:46 PM
Request Type: General Public Records Requests
Request Status: Pending Inspection
Public Request: No

Request Details

Request Fields

Name of Requestor Tim Purcell

Phone 979-256-7245

Email [REDACTED] 552.137

Address 1094 Windmeadows Dr.

City College Station

State TX

Zip 77845

What type of record are you seeking? Other

Description of Request
Pursuant to the Public Information Act, Texas Government Code Section 552, I hereby request the following information currently existing in the records of Brazos County, Texas:

I request (select one): Electronic

When ready, notify me by:

I wish to receive copies of the requested information. I understand that I may pay 10 cents per page for standard size copies and that a charge for labor may be included for larger requests. Information copied into nonstandard-size paper, cassette tapes, computer discs, photographs and other medium will require additional charges. All charges must be paid at the time of deliver. An estimate of what will be charged will be provided to you in advance.

Yes

I will receive information on when they will be available for inspection, and how to schedule an appointment for this. I reserve the right to request copies after inspecting the originals, and understand that an estimate of charges will be sent to me shortly thereafter.

No

In making this request, I understand that Brazos County is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that Brazos county has ten business days in which to request such a determination.

Yes

Do you agree to the redaction of information that is subject to mandatory exceptions provided such redactions are clearly labeled on the information you receive?

Yes

Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive?

Yes

Correspondence

Received: 02/13/2024 02:19 PM

To: "4cbd4f4b-9a8b-4d73-bf18-d1495dc576f1.BrazosCountyTX@request.justfoia.com" <4cbd4f4b-9a8b-4d73-bf18-d1495dc576f1.BrazosCountyTX@request.justfoia.com>

From: "Tim Purcell"

Subject: Re: ADMIN-2024-92

Hi Aubrey:

Friday, 9 am - 11 am is best for me.

Thanks

Tim

From: Aubrey Leggett (Brazos County, TX)

Received: 02/15/2024 04:29 PM

To: "4cbd4f4b-9a8b-4d73-bf18-d1495dc576f1.BrazosCountyTX@request.justfoia.com" <4cbd4f4b-9a8b-4d73-bf18-d1495dc576f1.BrazosCountyTX@request.justfoia.com>

From: "Tim Purcell"

Subject: Re: Hart Manual Document Inspection Form

Katie:

I will be there tomorrow morning and expect to be able to make copies. The Texas Attorney General has ruled that citizens can make copies of such documents.

I'll provide the specific ruling when I arrive tomorrow.

Thanks & regards,

Tim Purcell

From: Katia Baeza (Brazos County, TX)

Sent: 02/12/2024 11:08 AM

To: [REDACTED] 552.137

From: "Aubrey Leggett (Brazos County, TX)"

Subject: ADMIN-2024-92

Good morning Mr. Purcell,

Are you available to come to the Elections Administration Building to inspect the requested documents at any of the following dates/times?

- Thursday (2/15) - 3:00 pm - 4:30 pm
- Friday (2/16) - 9:00 am - 11:00 am
- Friday (2/16) - 2:00 pm - 4:00 pm

If none of these work, I can look at dates into the following week.

Thanks,

Aubrey Leggett

Brazos County, TX

PublicInfo@brazoscountytexas.gov

(979) 361-4146

Sent: 02/13/2024 02:27 PM

To: berratt@brazoscountytx.gov

From: "Aubrey Leggett (Brazos County, TX)"

Subject: FWD: Re: ADMIN-2024-92

Mr. Purcell is going to inspect the Hart Manual this Friday from 9-11 at the Elections Admin Building. I added it to your calendar. Please let me know if that doesn't work for you. Thanks!

-Aubrey

On Tue, Feb 13, 2024 at 2:19 pm, Tim Purcell wrote:

Hi Aubrey:

Friday, 9 am - 11 am is best for me.

Thanks

Tim

From: Aubrey Leggett (Brazos County, TX)

Good morning Mr. Purcell,

Are you available to come to the Elections Administration Building to inspect the requested documents at any of the following dates/times?

- Thursday (2/15) - 3:00 pm - 4:30 pm
- Friday (2/16) - 9:00 am - 11:00 am
- Friday (2/16) - 2:00 pm - 4:00 pm

If none of these work, I can look at dates into the following week.

Thanks,

Aubrey Leggett

Brazos County, TX

PublicInfo@brazoscountytx.gov

(979) 361-4146

Sent: 02/15/2024 12:55 PM

To: [REDACTED] 552.137

From: "Katia Baeza (Brazos County, TX)"

Subject: Hart Manual Document Inspection Form

Attachments: Hart Manual Document Inspection Form.pdf (116.09 KB)

Good afternoon,

In preparation for your document inspection at the Elections Administration Building, tomorrow morning from 9:00am - 11:00am, I have attached a copy of our policy. You will be asked to sign a copy of this policy upon arrival, acknowledging that you have read and agree to abide by the terms. Our General Counsel will be there to oversee the inspection. Please do not hesitate to reach out if you have any questions or concerns.

Best regards,

Katia Baeza

Brazos County, TX

PublicInfo@brazoscountytexas.gov

(979) 361-4146

Brazos County, Texas
Inspection of Hart Manual

I, _____, have requested that **Brazos County Elections Administration Office** make “available for public inspection” the “user or operator manuals or other instructions or documents related to the use of the electronic voting system or equipment” under Section 123.008(a) of the Texas Election Code. I certify the following:

I have been informed and understand that “public inspection” means:

_____ I will be provided the opportunity to view a copy of the materials available for inspection inside the office of Brazos County Elections Administration and only during normal business hours.

_____ Neither the materials available for inspection nor any portion thereof may leave the office of Brazos County Elections Administration at any time.

_____ I am not permitted to “check out” or otherwise remove any materials available for inspection or any portions thereof from the office of **Brazos County Elections Administration**.

_____ Neither **Brazos County Elections Administration** nor any of its personnel will provide me with a copy of the materials available for inspection or any portion thereof.

_____ Neither **Brazos County Elections Administration** nor any of its personnel have any obligation to provide me with a copy of the materials available for inspection or any portion thereof.

_____ Neither **Brazos County Elections Administration** nor any of its personnel are permitted to assist in making any copies of the materials available for inspection or any portion thereof.

_____ I am not permitted to photograph, video, take notes, copy by hand, take a digital copy, or otherwise use personal devices to make any copies of the materials available for inspection or any portion thereof.

I have been informed and understand that, to the extent that I make copies or otherwise remove the materials available for inspection or any portion thereof from the office of **Brazos County Elections Administration**, I assume the risk of potential legal liability for doing so.

I have been informed and understand that, to the extent that the materials available for inspection or any portion thereof are copyrighted, I also assume the duty of compliance with copyright law and the risk of a copyright infringement lawsuit, including the risk of being liable.

Signed: _____ **Dated:** _____

Address: _____

Telephone: _____

Email: _____

Brazos County, Texas
Inspection of Hart Manual

I, _____, have requested that **Brazos County Elections Administration Office** make “available for public inspection” the “user or operator manuals or other instructions or documents related to the use of the electronic voting system or equipment” under Section 123.008(a) of the Texas Election Code. I certify the following:

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_____ Neither **Brazos County Elections Administration** nor any of its personnel are permitted to assist in making any copies of the materials available for inspection or any portion thereof.

_____ I am not permitted to photograph, video, take notes, copy by hand, take a digital copy, or otherwise use personal devices to make any copies of the materials available for inspection or any portion thereof.

_____ For today only I will not exercise my rights under the Texas Election Code and the Texas Attorney General’s Letter Ruling to photograph, video, take notes, copy by hand, take a digital copy, or otherwise use personal devices to make any copies of the materials available for inspection or any portion thereof.

I have been informed and understand that, to the extent that I make copies or otherwise remove the materials available for inspection or any portion thereof from the office of **Brazos County Elections Administration**, I assume the risk of potential legal liability for doing so.

I have been informed and understand that, to the extent that the materials available for inspection or any portion thereof are copyrighted, I also assume the duty of compliance with copyright law and the risk of a copyright infringement lawsuit, including the risk of being liable.

Signed: _____ **Dated:** _____

Address: _____

Telephone: _____

Email: _____



TRUDY HANCOCK, REO, CERA
ELECTIONS ADMINISTRATOR
300 E WM J BRYAN PRKWY,
SUITE 100
BRYAN TX 77803
(979) 361-5770
(979) 361-5779 (Fax)

BRAZOS COUNTY

Inspecting Sensitive Documents In-person

First and foremost, the integrity and condition of the documents must be maintained throughout the process. To that end, the Brazos County Elections Administration adopts the following rules of procedure pursuant to Texas Government Code section 552.230 relating to the inspection of sensitive documents:

- 1) The term “documents” refers to any physical records being interacted with, to include paper ballots and printouts.
- 2) Requests to conduct an in-person inspection must be made a minimum of three (3) business days in advance of the desired date of inspection.
- 3) Dates will be scheduled based on availability of space and resources. Because the Elections Administration is consistently in the process of preparing for or conducting an election, it may be up to 90 days or more before an in-person inspection of documents at the Elections Administration can be scheduled. The Elections Administration will make every effort to allow an in-person inspection of documents as soon as practicable but cannot guarantee any specific turnaround time for every request.
- 4) Per Texas Government Code section 552.225(a), requestors have up to 5 business days to complete their inspection of documents and may only do so during normal business hours of the Elections Administration.
 - a. Normal business hours are Monday through Friday, 8 AM to 4:30 PM, excluding County holidays.
- 5) No writing or marking instruments will be allowed around the documents.
- 6) No food or drinks are allowed around the documents.
- 7) All interaction with the ballots by non-elections personnel may be subject to both video and in-person monitoring.
- 8) No more than two boxes or containers (insomuch as the documents are in boxes or containers) may be simultaneously accessed. This constraint may be reduced to one box or container based on space and resource availability.
 - a. In the event that the documents are not boxed, the Elections Administration may limit the number of documents that may be accessed at the same time as allowed by physical restrictions and/or availability of said documents to avoid any potential confusion.
- 9) The number of persons allowed simultaneous access to the documents is limited to the amount of space available in order to reasonably monitor such access but will not exceed two (2) at any given time.

From: [Walter Daugherty](#)
To: [Bruce L. Erratt](#)
Cc: [Trudy R. Hancock](#); [Allison L. Lindblade](#); [Aubrey M. Leggett](#)
Subject: Re: Hart Manual
Date: Wednesday, March 13, 2024 8:58:39 PM

Brazos County Disclaimer

***** This is an email from an EXTERNAL source. DO NOT click links or open attachments unless you recognize the sender and have verified that the content is safe. Never enter USERNAME, PASSWORD or sensitive information on pages linked from this email.*****

Thursday morning March 21st will work.

To make it clear that this is for one day only, please replace the last paragraph with the following:

For today only I will not exercise my rights under the Texas Election Code and the Texas Attorney General's Letter Ruling to photograph, video, take notes, copy by hand, take a digital copy, or otherwise use personal devices to make any copies of the materials available for inspection or any portion thereof.

Thanks,

Walter

On Wed, Mar 13, 2024 at 4:29 PM Bruce L. Erratt <BErratt@brazoscountytexas.gov> wrote:

I am currently available next week on Thursday morning or afternoon and Friday morning. If one of these times works for you, I will check Anthony's availability.

Bruce L. Erratt

General Counsel

Brazos County

Ste. 329

200 S. Texas Ave.

Bryan, Texas 77802

berratt@brazoscountytexas.gov

979-361-4472

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>1/128 Chickasaw & Cherokee Dept. of Computer Science & Eng.
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---Not an official document of Texas A&M---

President Trump: “Our Founders boldly declared that we are all endowed with the same divine rights — given [to] us by our Creator in Heaven. And that which God has given us, we will allow no one, ever, to take away — ever.” (July 4, 2020)