

February 23, 2018

Sent via E-mail

Raquel Bell  
Broward County Public Schools  
Public Relations and Government Affairs Dept  
600 SE Third Ave  
Ft. Lauderdale, FL 33301  
[requel.bell@browardschools.com](mailto:requel.bell@browardschools.com)

I hereby request the following public records pursuant to Article I, section 24 of the Florida Constitution, and chapter 119, Florida Statutes:

1. Any and all video surveillance footage recorded on February 14, 2018 at Marjory Stoneman Douglas High School for Building 12 (inside, stairwells and outside).
2. Any and all video surveillance footage recorded on February 14, 2018 at Marjory Stoneman Douglas High School for the inside of the cafeteria during all lunches for students grade 9 through 12.
3. A copy of the Marjory Stoneman Douglas High School lunch schedule on February 14, 2018 for grades 9-12.
4. Any and all communications, including but not limited to email communications and other written correspondences concerning any and all drills (including but not limited to active shooter, fire, etc) conducted at Marjory Stoneman Douglas High School between the time period of January 5, 2018 through and including February 14, 2018.
5. Any and all communications and recordings, including but not limited to email communications and other written correspondences, training materials, audio and/or video recordings concerning any training workshop(s) provided by the United States Secret Service to Marjory Douglas High School.
6. Copies of all policies and procedures for the Broward County Sheriff's Department for Marjory Stoneman Douglas High School, including but not limited to operations procedures for the Marjory Douglas High School video surveillance system.

Electronic records should be produced in their unlocked native format with all original metadata and original filenames, except that you should contact me regarding the format of production of any database records to discuss how those records can be produced in a form comprehensible to persons lacking knowledge of computer language. Paper records should be scanned and produced as PDF files and should include a scan of the file folder labels from which the records were taken.

Please deliver the records by email to me, or if that is not possible, through a file-sharing service such as Dropbox. Do not redact any non-responsive information from any records; we request the complete copies of any records with any responsive information. Please keep email families together; an email and all of its attachments should be produced so long as at least one of those is responsive. When searching emails, please search all folders, including inbox, subject matter folders, sent items, archived items, and deleted items. Please produce all metadata fields for emails, including BCC and all others. Please organize the production in such a way that we can tell to which request each record is responsive.

If you have any questions please contact me at 352-729-2559 or by email at [wolfgang.halbig@comcast.net](mailto:wolfgang.halbig@comcast.net).

Very truly,

W/H  
Wolfgang W. Halbig w/h  
25526 Hawks Run Lane  
Sorrento, Florida 32776