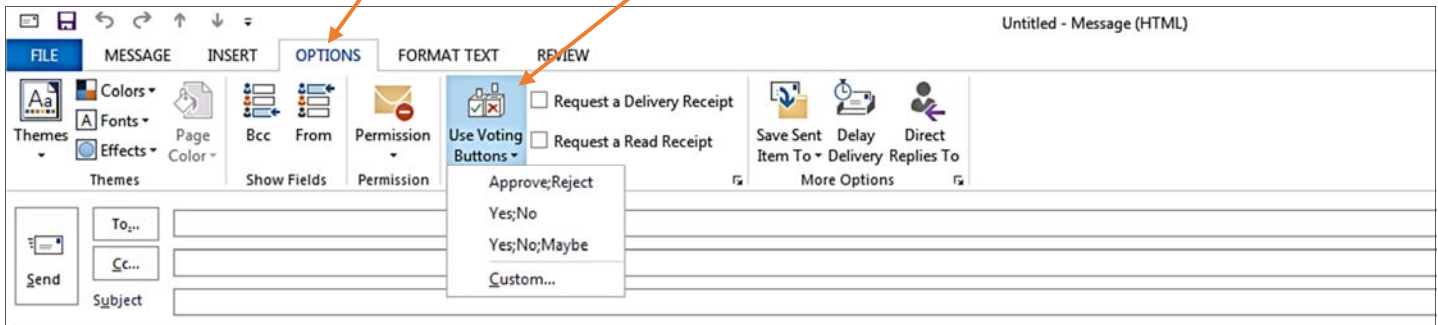


MICROSOFT OUTLOOK VOTING FUNCTION

Microsoft Outlook has a “voting function” that can be included in an email which allows the email recipient to vote “Yes,” “No,” or “Maybe” regarding whether they have responsive records. The voting function is an effective tool to document which staff and officials have records responsive to a PRA request.

1. To use the voting function, first create a new email message.
2. Then, click on the “Options” tab and “Use Voting Buttons.”



Agencies should train staff and officials on how to properly use each type of voting response.

When to Use a “Yes” Vote

1. Use the “Yes” vote if you possess responsive records or are aware of responsive records.
2. Along with your “Yes” vote:
 - Provide an anticipated date of availability of the records.
 - If possible, provide the record to the Public Records Officer (PRO) in native form by inserting a hyperlink into the email.
 - To provide a hyperlink, select “Edit my response before sending” in the pop up box that appears after you vote “Yes.”
 - Provide any additional information necessary for the PRO to locate responsive records.
 - Provide an explanation of your search efforts, including locations searched and term searches used.

When to Use a “No” Vote

1. Use “No” if you do not possess responsive records or are not aware of responsive records.
2. Along with your “No” vote:
 - Provide an explanation of your search efforts, including locations searched and term searches used.
 - To relay this information along with your “No” vote, select “edit my response before sending” in the pop up box that appears after you vote “No.”

When to Use a “Maybe” Vote

1. Use “Maybe” if you are unsure whether your records are responsive.
2. Along with your “Maybe” vote:
 - Explain to the PRO why you voted “Maybe.”
 - To relay this information along with your “Maybe” vote, select “Edit my response before sending” in the pop up box that appears after you vote “Maybe.”
 - If you don’t understand the PRA request, ask the PRO to seek clarification from the requester and provide suggested clarification language to the PRO.
 - If you don’t know whether your records are responsive, consult with the PRO.