

Sample FOIA Request

TITLE

i.e., “John Doe Arrest Report,” “Use of Force Policy,” or “2017 Organizational Chart”

AGENCIES

Agency’s name

Location

Address

i.e., Police Department, Austin, Texas, or Office of the Governor, Arkansas

To Whom It May Concern:

Pursuant to the [insert the name and number of your state’s law], **I hereby request the following records:**

[Briefly describe the documents you are looking for. The more specific you can be, the better. For instance:

“Any and all Austin, Texas, police department policies and training materials currently in effect governing the use of force and sexual misconduct by police officers employed by the department.” or

“Any and all organizational charts or descriptions of the organizational structure of the Austin, Texas, police department, including reporting relationships and the name and rank of commanders for each unit or department.” or

“Any and all data or information collected by the department concerning the number of stops, frisks, and arrests of pedestrians in the city of Omaha, Nebraska, over the past five years (2013-2018).”]

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges before fulfilling my request. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of [describe the issue you are concerned about here]. I would prefer that the request be filled electronically, by email attachment if available or CD-ROM if not.

The [insert the name of your state FOIA law here] requires a response within [insert the number of days the agency has to respond to your request, as outlined in your state FOIA law] business days. If access to the requested records will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within [insert the number of days the agency has to respond to your request, as outlined in your state FOIA law].

Sincerely,

[Your name and signature]