

[DATE]

VIA U.S. MAIL

[JURISDICTION ADDRESS]

Fax: [FAX NUMBER IF AVAILABLE]

Email: [EMAIL FOR PRA CONTACT, IF KNOWN]

**To Records Administrator:**

Pursuant to the California Public Records Act, California Government Code sections 6250 *et seq.*, I write on behalf of [ORGANIZATION] to request all records<sup>1</sup> relating to California Assembly Bill 392 (AB 392), including, but not limited to:

1. Any policy, policy guide, bulletin, memo, training slides, or other material concerning AB 392, including but not limited to materials hosted on Lexipol's website that are accessible to, retained, or used by your agency;
2. Any records of attendance at any training or presentation, whether online or in-person, concerning AB 392;
3. Any correspondence pertaining to AB 392, including, but not limited to, emails to or from any members, employees, or agents of Lexipol; Force Science Institute; the California Peace Officers' Association; the Peace Officers Research Association of California; the California Police Chiefs Association; the law firm Ferguson, Praet, & Sherman; the law firm Liebert Cassidy Whitmore; the law firm Rains, Lucia, Stern, St. Phalle & Silver; the law firm Mastagni Holstedt; the Commission on Peace Officer Standards and Training; or the California Department of Justice.

If you determine that some but not all the information is exempt from disclosure and that you intend to withhold it, we ask that you redact it for the time being and make the remaining responsive records available as requested. In any event, please provide a signed notification citing the legal authorities on which you rely if you determine that any or all of the information is exempt and will not be disclosed.

Because this request is on a matter of public concern, and the [ORGANIZATION NAME] is a public interest organization, we request a fee waiver. *See North Cty. Parents Ass'n v. Dep't of Ed.*, 23 Cal. App. 4th 144 (1994). We also request that documents be provided in

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<sup>1</sup> The term "records" as used in this request is defined as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Cal. Govt. Code § 6252, subsection (e). "Writing" is defined as "any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored." Cal. Govt. Code § 6252 (g).

electronic format if possible. Doing so would eliminate the need to copy the materials and provides another basis for our requested fee waiver. If, however, such a waiver is denied, we will reimburse you for the reasonable cost of copying. Please inform us in advance if the cost will be greater than \$50.

Please send any documents in electronic format to [EMAIL ADDRESS]. Otherwise, please mail your response to:

[NAME OF REQUESTOR]  
[ORGANIZATION, IF APPLICABLE]  
[ADDRESS]

According to the California Public Records Act (California Government Code § 6253(c)), a response is required within 10 days. Thank you for your prompt attention to this matter.

Sincerely,

[NAME]