

Appendix A: Records Request Template

[Date]

[Agency Name]
[Agency Address]
[Agency Address]

Re: Public records request regarding automated license plate readers

Dear [Name of Records Supervisor]:

We are students in the Technology Law Clinic at the University of Iowa College of Law. Under the Iowa Open Records Statute, Iowa Code ch. 22, we are requesting copies of the following public records regarding automated license plate readers (“ALPRs”):

1. Vendor contracts
2. Memoranda of understanding
3. Invoices
4. Policies regarding ALPR use, access, data retention, and/or data sharing, including but not limited to policies related to ALPR and:
 - a. Immigration enforcement;
 - b. Traffic enforcement;
 - c. Permissible and prohibited uses;
 - d. Data retention; and
 - e. Data access or sharing internal and external to the agency.
5. ALPR camera inventory lists
6. ALPR database search logs
7. ALPR database audit reports or trails
8. ALPR database transparency portal access
9. Records of erroneous ALPR hotlist hits[†]
10. Job titles of personnel with access to the ALPR database
11. Records of unauthorized access to the ALPR database
12. ALPR user manuals, training materials, and similar documents used to educate users of ALPRs and the related data systems.

We request a waiver of all fees because the disclosure of the requested information is in the public interest and will contribute significantly to the public’s understanding of ALPRs’ use in the state of Iowa. Additionally, we are students operating within a legal clinic and this

[†] “Hotlist hits” refers to lists of known license plates or vehicles of interest that trigger real-time alerts to officers when a match is detected. Typically, stolen vehicles or vehicles associated with unlawful activities make up these lists.

information is relevant for research we are doing as part of our coursework. This information is not being sought for commercial purposes.

If our waiver request is denied, please inform us prior to fulfilling the request and provide an itemized estimate of reasonable costs, so that we may discuss alternative and more cost-efficient methods to comply with this request.

The Iowa Open Records Statute requires a response time within ten to twenty business days. If access to the records we are requesting will take longer than that, please contact us with information about when we 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 us of the appeal procedures available to me under the law.

We ask that any questions, responses, or records produced from this request be directed to this email: law-legal-clinic@uiowa.edu.

Thank you for considering this request.

Sincerely,

[Student Names]
law-legal-clinic@uiowa.edu
319-335-9023
University of Iowa College of Law
Technology Law Clinic