

Sample Records Request

The following may be used as a template to request records from law enforcement agencies. The request is to facilitate the Component 4 impeachment investigation effort. The focus is to recover all contact with law enforcement in any capacity. Recovery of such records may be used to identify additional records as well as potential impeachment witnesses who have had negative interaction with the subject of the inquiry.

Attention Records Custodian,

Pursuant to the Public Records Law (insert statute), I am requesting any and all records and reports reflecting (insert identifying data including name, gender, date of birth, address) identified and listed as a subject, suspect, defendant, person of interest, victim, complainant, and witness.

Please forward all records to (insert agency contact information). Please call (insert contact name and number) if you have any questions regarding this public records request.

Respectfully,

Signature Block