

ATTACHMENT A.
SAMPLE TEXT OF THE PUBLIC RECORDS ACT REQUEST

[As sent to Law Enforcement agencies, School Districts, etc.]

<Requester's Name>
<Requester's Address>
<City>, Iowa <ZIP>
<Phone #>
<Optional: e-mail@address>
<Date of Request>

Records Clerk or Other Officer

<Entity> Department
<Street or Other Address>
<City>, Iowa <ZIP>

RE: REQUEST FOR COPIES OR DETAILS OF CRIME STATISTICS

Dear Records Clerk,

As provided by Section 22 of the Iowa Code, or otherwise, this is my written request for copies or detailed recognizable information about the following violent crimes which occurred in the <Entity> within the last 4 years. Upon my receipt of it, I will determine if I want to include these details in any written or oral presentation to the recently constituted "Inclusive Task Force," appointed by the Ames City Council, that is presently inquiring into the complaints of some Ames citizens regarding conflicts with and among peoples and governments, etc.

[<Reader, Note: usually, no expressed or implied reason is required for a Records Requester about why the information is being requested, except in specific instances; but offering some helpful ideas and useful details may assist in Respondents' more accurately narrowing the search results to what is being sought, and produced sooner>].

My request is for impersonal details of crime statistics involving violence against persons or crimes against property for the last 4 years, as set forth in Local, State, or Federal 'Uniform Crime Reports' and any separately maintained reports containing these details, showing:

1. the gender, race, and age of the perpetrator;
2. the gender, race, and age of the victim;
3. the crime (i.e., murder, robbery, etc.); and,
4. if possible, the Date and Time of the offense.

I do not want any names, addresses, etc. of anyone, nor copies of any crime reports or investigative reports; only these impersonal statistics.

I have read Section 22.7 (Examination of Public Records, Confidential Records) of the Iowa Code and do not see there is any exemption from disclosure for these limited details, nor will such disclosure put at risk any past, current, or impending criminal or other investigation. Therefore I do not anticipate any restraint applied in the release of such details.

Please send the results of this request to my address shown above; or, if convenient, when these results are ready, call me and I will come to receive them at the Police Department or other local Office. If there is a reasonable fee for copying, etc., I will pay it.

Thank you in advance for providing me with this information.

<Requester's signature>
<Requester's typed name>