



August 16, 2019

**Via Email**

To Whom It May Concern  
City of Boston Office of Emergency Management  
[OEM@Boston.gov](mailto:OEM@Boston.gov)

Re: Public records request related to the use of BriefCam

To Whom It May Concern,

This is a request under the Public Records Law, G.L. c. 66, § 10, on behalf of the American Civil Liberties Union of Massachusetts (“ACLUM”).

ACLUM seeks records relating to the relationship between the City of Boston Office of Emergency Management (“OEM”) and BriefCam.

BriefCam is a law enforcement vendor that provides “solutions for rapid video review and search, real-time alerting and quantitative video insights.”<sup>1</sup>

We request documents pertaining to BriefCam’s products and services.

ACLUM requests the following records created on or after January 1, 2015, unless another time period is otherwise specified:

1. Documents relating to OEM purchase, trial, testing, piloting or use of BriefCam’s products and services, including but not limited to: purchase orders, RFPs, licensing agreements, invoices, and contracts (including non-disclosure agreements) related to any product or service;
2. All records referencing BriefCam’s products and services, including but not limited to emails, text messages, memoranda, and notes;
3. All records referencing or describing privacy or other concerns about the use of BriefCam’s products and services, including but not limited to emails, text messages, memoranda, and notes;
4. Any internal policy referencing or pertaining to the use of BriefCam’s products and services;

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<sup>1</sup> See BriefCam, The Company, <https://www.briefcam.com/company/about/> (last visited Mar. 28, 2019)

5. All communications between and among employees of the OEM and representatives of BriefCam.
6. Materials relating to how BriefCam's products and services function (or function improperly), including but not limited to user manuals, e-mails, handouts, PowerPoint presentations, advertisements, and specification documents.
7. Manuals, policies, procedures, and practices governing the use of BriefCam's products and services, including but not limited to those that govern any related databases, cameras, or information systems.
8. Training materials related to BriefCam's products and services.
9. Records relating to any mobile application related to BriefCam's products and services.
10. All audits, annual reports, and other administrative reports referencing BriefCam's products and services. This request includes but is not limited to all records containing or pertaining to:
  - a. Statistics and other reports that reflect how BriefCam's products and services function;
  - b. Statistics and other reports that reflect how frequently BriefCam's products and services are used;
11. All training materials, including but not limited to PowerPoint presentations, used to train any person in the use of BriefCam's products and services.
12. Any document containing any OEM legal analysis or justification for the use of BriefCam's products and services.

Because this request involves a matter of public concern and is made on behalf of a nonprofit organization, we ask that you waive any fees. ACLUM is a nonprofit §501(c)(3) organization dedicated to the protection of civil rights and liberties for all persons in the Commonwealth of Massachusetts. As the state's affiliate of the American Civil Liberties Union, the ACLU of Massachusetts is part of a nationwide network of advocates dedicated to defending and expanding the civil liberties of all.

If you decide not to waive fees, we request that you permit us to examine, at our election, the responsive documents before deciding which portions to copy. We would prefer the documents in electronic format.

If you believe that some portion of the documents requested are exempt from disclosure or require redaction, please release any reasonably segregable portions that are not exempt. In addition, please note the applicable statutory exemption and explain why it applies to the redacted portions. As you know, a custodian of public records shall comply with a request within ten days after receipt.

If you have questions about this request, please contact me at (617) 482-3170 x346 or [kcrockford@aclum.org](mailto:kcrockford@aclum.org).

Thank you for your assistance. We look forward to your response.

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Sincerely,

A handwritten signature in black ink, appearing to read 'KEM', written in a cursive style.

Kade Crockford  
Director  
Technology for Liberty Program  
ACLU of Massachusetts