[Month] [Day], [Year]

**Via email**

**[Police Department]**

**Records Access Officer**

**[Email]**

**Re: Public Records Request Pertaining to the [Police Department] Use of Drones and Unmanned Aerial Vehicles**

Dear Supervisor of Records,

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 pertaining to the use of drones and unmanned aerial vehicles (“UAVs”) by the [Police Department] (“[PD]”).

Please send us the following records, created on or after March 1, 2020, unless a different date is noted:

1. All communications to and from officers and employees of the PD pertaining to the use of drones or UAVs, including text messages and emails;
2. All contracts, purchase agreements, and invoices pertaining to drones and UAVs by the PD, dated before, on, or after March 1, 2020;
3. Records pertaining to the use of drones and UAVs, including logs, notes, police reports, incident reports, intelligence reports, and any other record that shows who operated or used drones, how and when, and for what reasons; and
4. Manuals, policies, and procedures governing the use of drones and UAVs, including records showing how the decision to deploy a drone or similar UAV is made, dated before, on, or after March 1, 2020.

**Please note [the Requestor] does not request any personally identifiable information or any personal data pertaining to individuals.**

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.

Finally, please remember that a request that requires the extraction of categories of information from an existing database does not impose burdens on public record holders that exceed what is required under the public records law.

If you have questions about this request, please contact me at [phone number] or [email]

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

 [Signature]