

ALPR data-sharing sample request

To Whom It May Concern:

This is a public records request being submitted under **[INSERT APPLICABLE STATE LAW]**.

I hereby request the following records:

Materials related to this agency's acquisition of, access to, preservation of, or disclosure of automated license plate readers (ALPR) or ALPR data:

1. All contracts, memorandums of understanding, and any other written agreements related to this agency's acquisition or use of any ALPR. Responsive materials include all associated amendments, exhibits, and supplemental and supporting documentation. This also includes any Requests for Proposal and bidding materials provided by any other entities responding to the same RFP or equivalent procurement request related to the acquisition of ALPR.

2. Training policies, requirements, and materials for automatic license plate reader system operators.

3. Descriptions of any databases or platforms used to compare, consolidate, or analyze data obtained by the automatic license plate reader system.

4. Policies related to the retention and security of captured ALPR data, including those regarding:

- the length of time after capture that data may be preserved
- exceptions to general data preservation policies
- internal data security and access
- data destruction

5. Policies related to the sharing of captured ALPR data by this agency with other agencies, including those directing:

- the manner in which another agency may request data
- the circumstances under which captured data may be shared, and
- the responsibilities of the recipient agency in regards to data retention and use.
- access by this agency to data obtained by automatic license plate reader systems not operated by the law enforcement agency.

Please also provide the number of requests made by outside agencies, if applicable.

6. Policies related to the sale of data or the sharing of data with non-law enforcement actors. Please provide all agreements between this agency and non-law enforcement actors.

7. Policies regarding oversight of automatic license plate reader system use.

8. Audit Reports and any other materials related to the review of ALPR use by this or any other agency. This includes any organization audit, which should include any data logged from **[January 1, 2024 through the date this request is processed]**; if the system is from Flock Safety, the Organization Audit is available within the Insights tab and is defined as searches done within the agency.

9. Any network audits related to the use of the ALPR system. The report should include data logged from the period from **[January 1, 2024 through the date this request is processed]**. If the ALPR system is provided by Flock Safety, the Network Audit is available within the Insights tab and is defined as searches of the organization's Flock network by any agency in the Flock System.

10. A list of network share settings that include

- a. ALPR networks and agencies that share ALPR data with this agency
- b. The list of "devices" shared with this agency. (For examples, please see https://cdn.muckrock.com/foia_files/2022/11/17/CPRA_REQUEST.pdf https://cdn.muckrock.com/foia_files/2022/11/09/1938_001.pdf)
- c. Agencies and networks with which this agency shares ALPR data
- d. The list of agencies part of any other sharing network of which this agency is a party

This is a request being made in the public interest and not for commercial motives.

If your office anticipates that it will need to charge fees for the processing of this request, please inform me of the estimated costs to fulfill this request in advance of fully processing this request.

Please provide these materials to me electronically, if possible.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response in accordance with the dictates of the public records law.

Sincerely,

[YOUR NAME]

