

BWC footage sample request

>>REMEMBER: An agency can charge for the cost of producing a response to public records requests, and requests for body-worn camera footage can generate a high price tag, so if you want footage, try to be specific and limit the request to a particular time, date, or incident, if possible.

To Whom It May Concern:

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

I hereby request the following records related to this agency's procurement, use, and oversight of body-worn cameras (BWCs):

1. A copy of all Requests for Proposal (or equivalent solicitations) and vendor bids and supplemental materials associated with this agency's procurement of devices and services related to body-worn cameras
2. A copy of this agency's contract (as well as all amendments, attachments, and exhibits) for body-worn cameras
3. Copies of all policies, directives, guidelines, and procedures governing this agency's use of body-worn cameras, including documentation describing the device models and technical specifications of the devices used, other systems to which data and footage is connected, and standards for uploading and retention
4. A copy of all data sharing agreements and lists of other entities with which this agency shares or receives body-worn camera data and footage.
5. A copy of all manuals and operational references for this agency's use of body-worn cameras.
6. All materials sufficient to show the complete list of features and integration capabilities associated with the body-worn cameras.
7. All communications between a representative of this agency and a representative of the private entity from which this agency has procured body-worn camera devices and services for the period from **[January 1, 2025 OR OTHER DATE]** through the date on which this request is processed
8. All body-worn camera footage from **[SPECIFIC DATE OR INCIDENT]**

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]