

CSS 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 related to any acquisition, access, and use of a cell-site simulator:

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 the cell-site simulator
2. A copy of this agency's contract (as well as all amendments, attachments, and exhibits) for devices and services related to the cell-site simulator
3. Copies of all policies, directives, guidelines, and procedures governing this agency's use of cell-site simulators and the execution of operations involving the cell-site simulator, including documentation describing the device models and technical specifications of the device(s)
4. A copy of all data sharing agreements and lists of other entities with which this agency shares or receives information collected by cell-site simulators.
5. A copy of all manuals and operational references for this agency's use of cell-site simulators. This includes all policies, procedures, and manuals related to the following elements of the execution of cell-site simulators:
 - a. appropriate deployment and use of cell-site simulators;
 - b. collection of cell phone information, traffic, and any other data;
 - c. retention of data;
 - d. sharing of any collected data, including via third-party networks and across jurisdictions;
 - e. appropriate positioning of cell-site simulators;
 - f. the appropriate protection of collected, stored, and shared data
 - g. the policies and mechanisms used for auditing cell-site simulator use, including appropriate investigatory use and access
 - h. the policies and mechanisms of consequences of unauthorized and inappropriate access and use of cell-site simulators
6. All materials sufficient to show the complete list of features and integration capabilities associated with the cell-site simulator, including all materials related to device integration with any other platform, software, or device.
7. All communications between a representative of this agency and a representative of the private entity from which this agency has procured cell-site simulator devices and services for the period from **[January 1, 2024 OR OTHER DATE]** through the date on which this request is processed

8. A copy of the cell-site simulator use log for the period from [January 1, 2024 OR OTHER DATE] through the date on which this request is processed, including the date and time of the use, the investigatory purpose of the use, the cell-site simulator operator, and any other segregable information

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]