

Face recognition 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 this agency's use of any face recognition platform, including but not limited to any system over which this agency does not maintain primary ownership but to which members of the agency have access or any platform that enables face recognition:

1. AGREEMENTS and CONTRACTS

- Any and all agreements related to the acquisition and use of this "software," algorithm, or program. This includes (but is not limited to) all contracts (as well as associated amendments, attachments, and exhibits), data sharing agreements, insurance agreements, intergovernmental services agreements, licensing agreements, memorandums of understanding, and nondisclosure agreements regarding or relevant to this software or program.

Please provide a copy of any informal agreements, insurance agreements, liability waivers, and warranties that reference this technology or otherwise guide its use or the relationship between this agency, the provider or developer of the "software," or any other partner or entity that may use or access it.

2. BIDDING and PROCUREMENT

- A copy of any available or relevant Requests for Expressions of Interest, Requests For Proposal (or equivalent calls for bids), responses to Requests for Expressions of Interest, letters of interest, responses to Requests for Proposal, sole source or limited source justification and approval documentation, documentation of selection, and other materials generated in the consideration and selection of the technology in question.

3. FINANCIAL and FUNDING MATERIALS

- Any records related to the financing or funding of this "software," including a copy of any related funding opportunity announcements, grant applications, grantor status/progress reports, purchase orders, invoices, and other memoranda and documentation related to the payment or cost (or lack thereof) of the "software," related technology, personnel, equipment, or other elements concerning this "software" or program.

4. INSTRUCTIONAL MATERIALS and TRAINING

- All instructional materials, presentations and presentation materials (including recorded video and audio, PowerPoint files, prepared remarks, and slides formats), and other guidance on the use of "the software."

This includes any notes taken during meetings that discussed the use of the software, any explanations (whether generated internally or externally) of how the software works,

and any other document that has been used to help explain the use of "the software" to any party, including internal documentation, public relations materials, and executive summaries.

This also includes training material governing the use, sharing, or access to the "software" or any data related to or collected by the face recognition software/technology, including the legal standard that is required before using the technology.

5. PRIVACY ASSESSMENTS

- A copy of any data retention guidelines or policies, data security policies, data security specifications, privacy impact assessments, security audits, or other materials evaluating or guiding the security of the "software" or the privacy of the data involved.

6. USE POLICIES

- Please provide a copy of any policy directives, guidance documents, memoranda, training materials, or similar records governing the use and function of this technology for immigration, law enforcement, or any purpose, including all those related to data retention, permissible and impermissible use, and security standards. This would include materials that describe the application, function, and use of the "software," including advertisements, emails, handouts, usage policies, PowerPoint presentations, specification documents, or standard operating procedures.

7. AUDITS, REPORTS, and VALIDATION STUDIES

- A copy of all reports concerning or mentioning the "software," including audit records, annual reports that mention the use of the "software," reports to legislative bodies, misuse reports, reports to oversight bodies.

This also includes all impact and validation studies. Please provide a copy of any validation studies conducted with respect to the program or with respect to any software or algorithms used in connection with the program. Please also provide a copy of any records pertaining to inquiries for the need of validation studies or discussion of potential or actual validation studies. A "validation study" in this context is any study designed to assess how accurate the program is in predicting what it is supposed to predict, used to assess whether the program may err in the direction of either under- or overestimating likelihoods or predicted outcomes, or intended to evaluate whether the software does or will produce any results that are biased or unexpected in any way.

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]