

## Fusus sample request

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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 association with Fusus ([www.fusus.com](http://www.fusus.com)), a company that offers a platform for surveillance operations. Responsive materials include the following documents:

### CONTRACT AND AGREEMENTS

- All contracts, memorandums of understanding, and any other written agreements between this agency and Fusus and any of its subsidiaries. Responsive materials include all associated amendments, exhibits, and supplemental and supporting documentation. This also includes any Requests for Proposal and bidding materials provided by Fusus and any other entities responding to the same Request for Proposal or equivalent procurement request. This also includes any terms of use or like agreements held between this agency and Fusus.
- All contracts, memorandums of understanding, and any other written agreements between this agency and any entity sharing camera feeds or footage and/or other information as part of its participation in the surveillance network facilitated by Fusus.
- Any available list and/or documents sufficient to show entities sharing video feeds and locations from which video feeds are integrated into the Fusus system or shared with this agency.

### FINANCIAL MATERIALS

- All financial documents or records of financial transactions, exchanges or obligations related to the relationship between the aforementioned entities. Responsive materials include all invoices, bills, receipts, check stubs, or any other records, including those possessed in an electronic format.

### MARKETING and PROMOTION MATERIALS

- All promotional, descriptive, and marketing materials in the possession of this agency related to and/or referencing "Fusus" and any of its products and services. This includes all presentations, marketing materials, technical documentation, proposals, or similar records shared with this agency and/or any representative thereof by Fusus and any representative thereof.

### GUIDING DOCUMENTATION and POLICIES

- All policies, memorandums of understanding, and other guidance materials generated by this agency and/or entity operating on its behalf regarding the acquisition and use of any data or

services provided by Fusus and any representative thereof or any subdivision thereof. Responsive materials include, but are not limited to, any data-sharing agreements, terms of use, licensing agreements, data retention policies, and any other guiding materials, such as user manuals, other guidance materials, help documents, or related materials.

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]**