

Pilot program 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 procurement, use, and oversight of body-worn cameras (BWCs):

1. A copy of all agreements, contracts, memorandum of agreement, or equivalent materials related to this agency's pilot program or trial of any device, technology, or service that was active in the period from **[January 1, 2025 OR OTHER DATE]** through the date this request is processed or any such trial or pilot program slated to take place in the period through **[January 1, 2027]**.
2. Copies of all policies, directives, guidelines, and procedures governing this agency's use of any device, technology, or service used as part of any pilot program or trial service responsive to portion one of this request
3. A copy of all data-sharing agreements and terms related to the use of data collected under any pilot program or trial service responsive to portion one of this request

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]