

Sample Public Records Request Letter For a Broad Request

(date) (very important!)

Dear (Record Custodian):

Pursuant to Vermont's Public Records Act, 1 V.S.A. 315-320, I hereby request photocopies of the following records:

All letters, memoranda, reports or other writings issued or received by you or by staff in your department during 1992, 1993 or 1994 that treat the question of paper manufacturing waste in the waters of the XYZ River.

I am addressing this request to you in the belief that you are the custodian of such documents. If you are not, I request that you forward my request to the proper custodian of such documents and inform me of who that person is.

I hereby agree to pay reasonable and customary costs for these photocopies upon delivery, (next portion optional - but remember that some requests might result in thousands of pages of photocopies) provided that the total does not exceed \$_____. If the charge would exceed that amount, please so inform me before incurring the expense. (end of optional portion)

If the law does not allow me to have access to some of these records, please inform me within two business days, as provided by law, and inform me of the specific exemption that applies to each record or portion of a record being withheld. If an otherwise public record has a portion that is exempt from disclosure, I request that you block out the exempt portion and release a copy of the rest of the document together with a notation of the specific exemption that applies to the portion withheld.

If some or all of my request is denied, please tell me the title and name of the person responsible for the denial and, as the law requires, please inform me of the appeal procedures available to me and the name of the person to whom appeal may be made.

(Next portion optional) If you have questions about this request, please call me at _____ (end optional portion - but be sure to tell the records custodian how you wish to be contacted).

Thank you for your help.

Sample Public Records Request Letter for a Narrow Request

(date) (very important!)

Dear (Record Custodian):

Pursuant to Vermont's Public Records Act, 1 V.S.A. 315-320, I hereby request photocopies of the following records:

- 1) Any bill or invoice for labor involving roof construction or repair that was paid by your office during the months of June, July or August, 1995.
- 2) Any roofing materials bill or invoice paid by your office during the same period.

I am addressing this request to you in the belief that you are the custodian of such documents. If you are not, I request that you forward my request to the proper custodian of such documents and inform me of who that person is.

I hereby agree to pay reasonable and customary costs for these photocopies.

If the law does not allow me to have access to some of these records, please so inform me within two business days, as provided by law, and inform me of the specific exemption that applies to each record or portion of a record being withheld. If an otherwise public record has a portion that is exempt from disclosure, I request that you block out the exempt portion and release a copy of the rest of the document together with a notation of the specific exemption that applies to the portion withheld.

If some or all of my request is denied, please tell me the title and name of the person responsible for the denial and, as the law requires, please inform me of the appeal procedures available to me and the name of the person to whom appeal may be made.

(Next portion optional) If you have questions about this request, please call me at _____ (end optional portion - but be sure to tell the records custodian how you wish to be contacted).

Thank you for your help.