

Muckrock Template #9 from the Aaron Swartz Day Police Surveillance Project :-)

1. Click on the "File Request" button in the top menu bar on the Muckrock website.

2. In the orangish-red box, where it says "Add a title" cut and paste this in:

CALIFORNIA PUBLIC RECORDS REQUEST – SOCIAL MEDIA MONITORING SOFTWARE

3. Next, in the blue search box type in the city and agency, such as:

"San Diego Police Department"

"San Diego Sherriff's Department"

for as many different agencies as you wish to send the request to :-)

(The cost is \$5 each, or \$3 each if you buy 20 at once)

4. Then, below the gray area that says "To Whom It May Concern" - copy and past this text below:

Per the California Public Records Act (Govt. Code 6250-6270), I am writing to request the following information from your office for the period January 1, 2017 to the date of this letter.

- ! Number, if any, of Social Media Monitoring software packages or service agreements in place with this department or agency. Please specify if software has been purchased or if services are performed by outside contractors for the department or agency.
- ! Any documents or correspondence during the period encompassing this request regarding possible or planned acquisition of Social Media Monitoring software packages or service agreements.
- ! Any existing or proposed usage policies regarding the use of Social Media Monitoring software packages or service agreements. including protocols, training documents, data storage procedures and prohibited activities.
- ! Any current or past litigation involving or referencing this department or agency involving the use of Social Media Monitoring Software Packages or Service Contractors.

Please notify me when this information is available.

Thank you for your attention to this request and for your prompt reply within 10 days.