

Muckrock Template #6 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 – FEDERAL MOUS

- 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.

- !** Please provide copies of all executed agreements with the following federal law enforcement agencies, if any: Homeland Security Investigations, Federal Bureau of Investigation, US Marshalls, Drug Enforcement Administration, Alcohol, Tobacco and Firearms, Joint Terrorism Task Force, Northern California Regional Intelligence Center (NCRIC), San Diego Law Enforcement Coordination Center, Orange County Intelligence Assessment Center, Los Angeles Joint Regional Intelligence Center, and Central California Intelligence Center.
- !** Any documents or correspondence during the period encompassing this request regarding possible or planned agreements with the aforementioned federal law enforcement agencies.
- !** Any existing or proposed internal protocols, training documents, data-sharing agreements, data storage procedures and prohibited activities governing such agreements or joint activities.
- !** Any current or past litigation involving or referencing this department or agency involving joint activities with the above-mentioned federal law enforcement agencies.

Please notify me when this information is available.

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