Sample FOIA/Public Records Request

Pursuant to (State Statute) I am making the following Public Records Request.

Please provide any correspondence, including, but not limited to, emails, letters, meeting notes, call notes, between the (County Name) Dept of Elections officials and/or employees, concerning the US Alliance for Election Excellence (A project of the Center for Tech and Civic Life, 233 N. Michigan Ave., Ste. 1800, Chicago, IL 60601).

Date Range = 1/1/23 to Present

I am requesting that these records be transmitted electronically.

These records are for my personal use.