

You're Name
Address
City
Phone
Email
Date

Emailed to XXXX@XXXX (address where email was sent)

FOR CALIFORNIA

CA Local Health Department/Gov Agency
Address
City

Attention: Public Records Request handling department

Re: **Public Records Request – Disease Outbreaks**

Dear Sir or Madam,

This is a request for public information under the California Public Records Act. The records sought and to what extent are described below.

1. XXXXXXXXXXXXX
2. XXXXXXXXXXXXX

As used herein, information, documentation, correspondence and/or communication means all communications between and among the above parties in any form, including but not limited to hand written, typed, written, email (together with any attachments therein, including images), electronic, recorded; including notes, PowerPoint presentations, flyers, invitations, publications, webinar recordings, and the like, etc.

If any or all documents do not exist please note that specifically in your response.

I request that you disclose these documents and materials as they become available to you, without waiting until all the documents have been assembled.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$10.00. However, I would also like to request a waiver of all fees in that (a) the disclosure of the requested information is in the public's interest and will contribute significantly to the public's understanding of XXXXXXXXXXXXXXXXXXXX, (b) this information is not being sought for commercial purposes, and (c) the request is for such documents to be provided in electronic format.

The California Public Records Act requires a response within 10 business days. If access to the records I am requesting will take longer, please contact me with information about when I might expect such copies. Please provide all materials in electronic format by reply email.

Government Code 6253 (c) states that "when the agency dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available." Further, section (d)

states that “nothing in this chapter shall be construed to permit an agency to delay or obstruct the inspection or copying of public records.”

If you deny any part of or this entire request, please cite each specific exemption you feel justifies the refusal to release the information and under what legal authority, and notify me of the appeal procedures available to me under the law.

I request that you disclose these documents and materials as they become available to you, without waiting until all the documents have been assembled. I request that all documents be provided by reply email to the following address: XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

I look forward to your response within the 10 calendar working days, as outlined by the applicable regulations. Please advise when I can expect a reply to my email and the requested information. Thank you for your attention to my request.

Respectfully submitted,

You're Name

FEDERAL FOIA REQUEST:

Re: Freedom of Information Act Request

Dear Sir or Madam:

This is a request under the Freedom of Information Act under 5 U.S.C. Section 552.

The records sought and to what extent are described below and are related to the Gardasil vaccine studies as described in Merck & Co., Inc.'s insert for Gardasil.

1. (example) A copy of any and all documents pertaining to xxxxxxx.

As used herein, “documents” means written or electronic material, information, reports, studies and related documentation, together with any attachments thereto, electronic, recorded. All documents requested here in are requested in electronic format only, such as a PDF file.

If any or all documents do not exist please note that specifically in your response. I request that you disclose these documents and materials as they become available to you, without waiting until all the documents have been assembled.

In order to help to determine my status to assess fees, you should know that I am an individual seeking information for personal use and not for a commercial use. Your agency's FOI website states the following at the beginning of the page:

“CDC has one overriding goal: to protect the health of all Americans”.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$10.00. I request a waiver of all fees for this request in that (a) disclosure of the

requested information to me is in the public's interest because it is likely to contribute significantly to the public understanding of the operations and activities of CDC personnel and XX, (b) this information is not being sought for commercial purposes; and (c) the request is for such documents to be provided in electronic format.

I request that you disclose these documents and materials as they become available to you, without waiting until all the documents have been assembled. I further request that all documents be provided by reply email to the following address:
XXXXX@XXXXXX.com.

If you deny any part of or this entire request, please cite each specific exemption you feel justifies the refusal to release the information and under what legal authority, and notify me of the appeal procedures available to me under the law.

I look forward to your response within the 20 working days, as outlined by the applicable regulations. Thank you for your consideration of this request.

Respectfully submitted,

Sincerely,

XXXXX NAME XXXXX

Address

Phone Number

Email