**Public Records Request Example Text**

Pursuant to \_\_\_\_\_\_\_\_\_\_\_\_\_, I respectfully request a copy of the following documents:

1. Records listing the following information for all individuals who have died while in the custody and/or under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_:

* Name of individual;
* Age, race, and sex of individual;
* Date of death of individual;
* Facility to which individual was assigned;
* Location of death (e.g., cell # or hospital name);
* Type of death (e.g., suicide, homicide, accident, drugs/alcohol, illness, other);
* Additional details about the death including circumstances, cause of death, and/or details of illness (if illness is listed as type of death).

We will accept this information in whatever manner is easiest or most convenient for you—we do not necessarily need underlying documentation if you prefer to simply provide a list showing each individual’s death and the additional information outlined above.