**REQUEST FOR RECORDS**

*(Date)*

*(Name)*

*(Agency)*

*(Agency’s address – email or postal)*

Dear *(name):*

The (current term) (name of county) County Grand Jury is reviewing the *(name of entity)*’s finances, policies and procedures.

The Grand Jury is requesting the following documents:

1. Agendas for Board meetings for 2019 and 2020
2. Minutes of special and regular Board meetings for 2019 and 2020
3. Policies and Procedures manual
4. Audit reports for the last three fiscal years

We would appreciate it if you could provide these documents to us no later than *(date).* Please either fax to *(fax number)*or electronically transmit them to the Grand Jury office *(email address)* if possible.

Please be advised that Grand Jury proceedings are confidential and you should not reveal any matters concerning the existence and/or nature of the Grand Jury’s investigation. If you have any questions, please contact the Grand Jury office at [phone number] as soon as possible.

Respectfully,

*(Foreperson’s name),* Foreperson

*(Current term) (name of county)* Grand Jury

*Note: Because the recipient of this type of communication might improperly share it with others, CGJA suggests that you use this only for general information documents -- do* ***not*** *include in the list of requested documents any that are so specific as to reveal the nature, scope, or strategy of the grand jury’s investigation. Those can be requested during an interview.*