

## **Obtaining Animal Shelter Records: A Guide for Advocates**



Copyright © 2015 by Alley Cat Allies, Inc. All Rights Reserved.  
7920 Norfolk Avenue, Suite 600  
Bethesda, MD 20814-2525  
[www.alleycat.org](http://www.alleycat.org)

# Obtaining Animal Shelter Records: A Guide for Advocates

## TABLE OF CONTENTS

<b>Introduction</b> .....	<b>4</b>
Public vs. Private Shelters .....	5
To Whom Should the Requests be Sent? .....	5
Fees .....	5
<b>Troubleshooting</b> .....	<b>6</b>
What if I Don't Hear Back? .....	6
Explanation of Common Terms .....	6
<b>Suggested Language for Use in Letters</b> .....	<b>7</b>
<b>Using Records to Help Shelter Animals</b> .....	<b>8</b>
<b>Generic Sample Letter with Annotation</b> .....	<b>9</b>
<b>Appendix A – Sample Letters for Each State</b> .....	<b>10</b>
<b>About Alley Cat Allies</b> .....	<b>63</b>
<b>About the Author</b> .....	<b>63</b>

## Introduction

In all 50 states and the District of Columbia, local and state government agencies must fulfill requests by citizens for government records. The Freedom of Information Act (FOIA) refers to the law that compels the federal government to disclose information. However, every state has its own version of FOIA, often called “sunshine” or “public records” laws.



Public shelters and pounds must respond to information requests filed under the state public records law. Ideally, all shelters (regardless of their legal obligation) would post their intake and euthanasia rates on their websites and quickly respond to all reasonable requests for information. But for whatever reasons, sometimes it is difficult for citizens to obtain information from shelters.

This is a guide for activists and concerned citizens who want to obtain information about the animal shelters in their local community. Included are 51 sample letters requesting basic shelter data for every state and the District of Columbia with the corresponding state public records law.

The most common information that animal advocates want are intake and disposition rates so the sample letters include this. For example, the intake and disposition statistics of Virginia shelters are already available online at [www.vdacs.virginia.gov/animals/welfare.shtml](http://www.vdacs.virginia.gov/animals/welfare.shtml), so you do not need to submit requests to individual shelters if you live in Virginia.

## Alley Cat Allies' Shelter Transparency Campaign

Alley Cat Allies is working to establish and increase shelter transparency through policy papers, public education, and grassroots advocacy. Meaningful and accessible shelter data allows taxpayers and donors to hold pounds and animal shelters accountable and enables decision makers to make informed choices. For this reason we support mandatory recordkeeping for all shelters. Our ultimate objective is to leverage shelter transparency to end the killing of cats in every pound and animal shelter in the United States.

## Public vs. Private Shelters

It can be difficult to determine whether a shelter is public or private. Remember, only public shelters fall under public records laws. It's usually clear if a shelter is run solely by the government. The name likely includes the name of the community followed by "animal shelter" or "animal control." However, some shelters that appear to be private are also partially funded by government dollars and hold the government contract for animal sheltering. For example, the Humane Society of Washington County in Hagerstown, Md. holds the contract for Washington County. Even though a shelter is incorporated as a nonprofit, it still might be considered a governmental body for the purposes of a public information request.

Some nonprofit shelters funded by a local government have refused to respond to public information requests arguing that they are not subject to these laws. The law varies from state to state, but there is a strong argument to be made that these shelters should be subject to requests. There was even a court case in Washington State that found in favor of transparency.<sup>1</sup> In *Clarke*, a woman requested euthanasia logs from the Tri-Cities Animal Care & Control Shelter (TCAC). TCAC is a private business that contracted with the three cities, Richland, Pasco, and Kennewick, to deliver animal sheltering services. TCAC denied her request arguing that it was not a public agency. The Washington courts determined that TCAC was required to provide the records because it performed a public function and received the majority of its funding for the government.

## To Whom Should the Requests be Sent?

If the shelter is run exclusively by your city or county, an Internet search might reveal which city agency or employee is charged with responding to public information requests. For example, a big city like Chicago, Ill. has a specific person who routinely receives public information requests. If it's not apparent, simply send the request to the shelter director by mail or email. If you are sending an email, include the emails of any administrative support staff that you think might be able to help. The administrative staff is often the front line for requests from the public. You could also call or visit the shelter in person to ask who the requests should be sent to.

## Fees

Requesters sometimes have to pay for copying costs or, more rarely, the staff time used to find the records. Oftentimes, records are given at no charge, especially if the records can be sent electronically. You could also view the records in person to avoid copying costs, but in most cases, you will want a permanent copy of the records.

<sup>1</sup> *Clarke v. Tri-Cities Animal Care & Control Shelter*, 144 Wn. App. 185 (Wash. Ct. App. 2008)

# Troubleshooting

## What if I Don't Hear Back?

If you don't receive a response from an email, deliver the request in person or mail it with return receipt requested. Keep the return receipt in case you later need to prove that the shelter received your request but ignored it. If you still don't hear back, send the original letter to the city or county attorney's office and indicate that the shelter has not responded in a timely fashion.

Additionally, do an Internet search for your state and "public records." Most states have online guides about submitting public records requests written by the State Attorney General's Office or another agency. You will likely find more detailed information specific to your state or perhaps even an explanation of what to do if your request is improperly denied.

## Explanation of Common Terms

Understanding shelter records can be difficult. Sometimes shelters use obscure acronyms or terms of art to describe an animal's intake or disposition. The following is a list of commonly used terms.

**ACO:** Animal control officer

**A/L:** At large

**DAS/Died:** Died at shelter, usually refers to when an animal dies in the shelter's care

**DOA:** Dead on arrival, the animal arrives at the shelter deceased

**Owner req. euth/Owner req. PTS/RPTS:** The owner asks the shelter to euthanize their pet

**PTS:** Put to sleep or euthanized

**Q:** Quarantine

**RTO:** Return to owner

**Reclaim:** The owner reclaims the animal (similar or identical to RTO)

**Seizure:** An animal is "seized" or taken from a situation often because of cruelty allegations

**Transfer:** The animal is moved to a rescue group or moved between two shelters

## Suggested Language for Use in Letters

These sample letters request intake and disposition statistics. Change the body of the letter if you are interested in other information. We recommend using simple, clear language in drafting the request. Use bullet points so it's obvious what records and how many records you are requesting.

Here is suggested language for frequently requested records:

### **Intake and Disposition:**

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility)

### **General policies:**

1. Any and all written policies of \_\_\_\_\_ (name of shelter/police department) for the operation of \_\_\_\_\_ (name of shelter, animal control facility) for 2013 to the present date.

### **Community cat policies:**

1. Any and all documents stating the policy of \_\_\_\_\_ (name of shelter/police department) regarding community, free-roaming, or feral cats.
2. Any and all documents stating the protocol or test, if any, used by \_\_\_\_\_ (name of shelter/police department) for determining whether a cat is feral and/or dangerous.

### **Records regarding a specific animal:**

1. Any and all records relating to \_\_\_\_\_ (name of animal, physical description of animal, ID number, estimated date of impoundment)
  - a. Please include descriptions of any medical treatment that the animal received.

## Using Records to Help Shelter Animals

### What to Do with It

Shelter statistics are a powerful tool for advocates because they move the conversation away from accusations and emotion and ground it in facts. Data can help you change local laws to protect animals. Maybe your research will reveal that many community cats are killed year after year. You'll have a more powerful argument when you ask your city council to consider supporting Trap-Neuter-Return if you can show that the endless cycle of trap and kill is ineffective.

You can also push back against a shelter's claims if you believe they are being untruthful. Perhaps the shelter is advertising itself as "no-kill" when it actually euthanizes community cats. Finally, examining a shelter's intake and disposition statistics can help you become a more focused, effective advocate. Pinpoint the type of animal most likely to die in the shelter (kittens, adult pit bulls, etc.). Armed with this information, you can offer the type of assistance that the shelter most desperately needs.

# Generic Sample Letter with Annotation

Date

[Your Name]

[Address]

[Name of Shelter] ○

[Address of Shelter]

Or the name of the agency to which you are sending the request

Dear \_\_\_\_\_ (shelter),

This letter is a request under \_\_\_\_\_ (law). ○

The citation of your state's public records laws (please see Appendix for state by state specifics)

I request copies of the following documents:

1. For 2014, the **total intake of cats** and the disposition of cats ○ impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

This is where you list the actual information that you are requesting. In the sample letter, we request the intake and disposition data for cats and dogs in 2014.

For purposes of this request, "documents" includes all information captured on paper or in electronic format.

This lets the agency know that you are fine with receiving the records electronically (which might save you money on postage).

For those records that exist in electronic format, **I would be** ○ **happy to receive them as a pdf email attachment** or on a CD.

If the agency denies your request, they must explain their decision in writing.

If **my request is denied in whole or part**, I ask that you justify all ○ deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look **forward to a written response within \_\_\_\_\_ (time required) of this letter as mandated by \_\_\_\_\_ (law).** ○

Some state laws note that agencies must respond within a certain amount of time, for example, five days. This is a way to signal to the agency that you know the law and that they are violating it if they don't get back to you quickly.

Thank you in advance.

If the law does not state a specific time nor is there any relevant case law, we did not include this sentence in the sample letter.

Sincerely,

Your Name

**Contact Information** ○

Provide as much contact information (phone, address, email) as you feel comfortable so that the agency can reach you!

# APPENDIX A: Sample Letters for Each State

## Introduction

In this appendix you will find sample letters customized for all 50 states and the District of Columbia. Each letter is customized to include the state’s specific laws pertaining to public records, as well as places for you to insert your own information. When you use the sample text, be careful to fill in all of the blanks and proof read the letter before you send it.

For more information on each part of the letter, refer to “Generic Sample Letter with Annotation” on page 9.

## TABLE OF CONTENTS

Alabama .....	11	Montana .....	37
Alaska .....	12	Nebraska .....	38
Arizona .....	13	Nevada .....	39
Arkansas .....	14	New Hampshire .....	40
California .....	15	New Jersey .....	41
Colorado.....	16	New Mexico .....	42
Connecticut .....	17	New York .....	43
Delaware.....	18	North Carolina .....	44
District of Columbia .....	19	North Dakota .....	45
Florida .....	20	Ohio .....	46
Georgia.....	21	Oklahoma .....	47
Hawaii.....	22	Oregon.....	48
Idaho.....	23	Pennsylvania .....	49
Illinois.....	24	Rhode Island .....	50
Indiana .....	25	South Carolina .....	51
Iowa.....	26	South Dakota .....	52
Kansas.....	27	Tennessee .....	53
Kentucky.....	28	Texas .....	54
Louisiana .....	29	Utah .....	55
Maine .....	30	Vermont .....	56
Maryland .....	31	Accessing Online Records for Virginia .....	57
Massachusetts .....	32	Virginia .....	58
Michigan.....	33	Washington .....	59
Minnesota .....	34	West Virginia .....	60
Mississippi.....	35	Wisconsin .....	61
Missouri.....	36	Wyoming .....	62

# ALABAMA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Note: Alabama has one of the weakest public records laws in the country. There is no timeframe by which officials must respond to requests.

Dear \_\_\_\_\_ (shelter),

This letter is a request under Code of Ala. § 36-12-40.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

I reserve the right to appeal any decision to withhold any information.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# ALASKA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Alaska Stat. § 40.25.110 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 10 working days of receipt of this letter as mandated by 2 Alaska Admin. Code 96.325.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# ARIZONA

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under A.R.S. § 39-101 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a “prompt” response as mandated by A.R.S. § 39-121.01 (D)(1).

Thank you in advance.

Sincerely,

Your Name

Contact Information

# ARKANSAS

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under A.C.A. § 25-19-101 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. If the record is in active use or storage and unavailable, please set a date within three working days at which time the record will be available as mandated by A.C.A. § 25-19-105 (e).

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# CALIFORNIA

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the California Public Records Act, Cal Gov Code § 6250 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 10 days of receipt of this letter as mandated by Cal Gov Code § 6253 (c).

Thank you in advance.

Sincerely,

Your Name

Contact Information

# COLORADO

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Colorado Open Records Act, C.R.S. 24-72-200.1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within three working days of receipt of this letter as mandated by C.R.S. 24-72-203.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# CONNECTICUT

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Connecticut Freedom of Information Act, Conn. Gen. Stat. § 1-200 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within four business days of receipt of this letter as mandated by Conn. Gen. Stat. § 1-206.

Thank you in advance.

Sincerely,

Your Name

Contact Information

# DELAWARE

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under 29 Del. C. § 10001 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 15 business days of receipt of this letter as mandated by 29 Del. C. § 10003.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# DISTRICT OF COLUMBIA

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under D.C. Code § 2-531 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 15 days (except Saturdays, Sundays, and legal public holidays) of receipt of this letter as mandated by D.C. Code § 2-532.

Thank you in advance.

Sincerely,

Your Name

Contact Information

# FLORIDA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Fla. Stat. § 119.01 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a “prompt” response to this letter as mandated by Fla. Stat. § 119.07.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# GEORGIA

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under O.C.G.A. § 50-18-70.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within three business days of receipt of this letter as mandated by O.C.G.A. § 50-18-71.

Thank you in advance.

Sincerely,

Your Name

Contact Information

# HAWAII

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Uniform Information Practices Act, HRS § 92F-11 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 10 business days of receipt of this letter as mandated by WCHR 2-71.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# IDAHO

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Idaho Code § 74-101 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within three working days of receipt of this letter as mandated by Idaho Code § 74-103.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# ILLINOIS

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 5 business days of receipt of this letter as mandated by 5 ILCS 140/3.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# INDIANA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Burns Ind. Code Ann. § 5-14-3-1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within a reasonable time after this letter is received as mandated by Ind. Code § 5-14-3-3.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# IOWA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Iowa Code § 22.1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# KANSAS

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Kansas Open Records Act, K.S.A. § 45-215 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within three business days of receipt of this letter as mandated by K.S.A. § 45-218.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# KENTUCKY

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under KRS § 61.872.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. If the record is in active use or storage and unavailable, please set a date within three days at which time the record will be available as mandated by KRS § 61.872.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# LOUISIANA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Louisiana Public Records Law, La. R.S. 44:1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. If the record is not immediately available, please set a date within three days, exclusive of Saturdays, Sundays, and legal public holidays, for examination as mandated by La. R.S. 44:33.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# MAINE

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Maine Freedom of Access Act, 1 M.R.S. § 400 et. seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within 5 working days of receipt of this letter as mandated by 1 M.R.S. § 408-A.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# MARYLAND

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Md. Ann. Code art. GP, § 4-201 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a decision within 30 days of receipt of this letter as mandated by Md. Ann. Code art. GP, § 4-203.

Thank you in advance.

Sincerely,

Your Name

Contact Information

# MASSACHUSETTS

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under ALM GL ch. 66, § 10 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 10 days of receipt of this letter as mandated by ALM GL ch. 66, § 10.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# MICHIGAN

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Michigan Freedom of Information Act, MCLS 15.231 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 5 business days of receipt of this letter as mandated by MCLS § 15.235.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# MINNESOTA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Minnesota Government Data Practices Act, Minn. Stat. § 13.01 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response in an “appropriate and prompt manner” as mandated by Minn. Stat. § 13.03.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# MISSISSIPPI

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Miss. Code Ann. § 25-61-1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 7 working days of receipt of this letter as mandated by Miss. Code Ann. § 25-61-5.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# MISSOURI

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under 610.010 R.S.Mo. et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within the third business day following the date that this letter is received as mandated by 610.023 R.S.Mo.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# MONTANA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Title 2, Ch. 6, MCA et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# NEBRASKA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under R.R.S. Neb. § 84-712 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within four business days after receipt of this letter as mandated by R.R.S. Neb. § 84-712(4).

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# NEVADA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Nev. Rev. Stat. Ann. § 239.001 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response by the fifth business day after receipt of this letter as mandated by Nev. Rev. Stat. Ann. § 239.0107.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# NEW HAMPSHIRE

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under RSA 91-A:1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. If the record is not immediately available, I look forward to a response within five business days of receipt of this letter as mandated by RSA 91-A:4.

Sincerely,

Your Name  
Contact Information

# NEW JERSEY

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under N.J. Stat. § 47:1A-1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within seven business days of receipt of this letter as mandated by N.J. Stat. § 47:1A-5.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# NEW MEXICO

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under N.M. Stat. Ann. § 14-2-1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within fifteen days of receipt of this letter as mandated by N.M. Stat. Ann. § 14-2-8.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

## NEW YORK

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Freedom of Information Law, NY CLS Pub O § 84 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within five business days of receipt of this letter as mandated by NY CLS Pub O § 89.

Thank you in advance.

Sincerely,

Your Name

Contact Information

# NORTH CAROLINA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under N.C. Gen. Stat. § 132-1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response after receipt of this letter as “promptly as possible” as mandated by N.C. Gen. Stat. § 132-6.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# NORTH DAKOTA

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under N.D. Cent. Code, § 44-04-18 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within a reasonable timeframe as mandated by N.D. Cent. Code, § 44-04-18.

Thank you in advance.

Sincerely,

Your Name

Contact Information

# OHIO

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under ORC Ann. 149.43.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within “a reasonable period of time” as mandated by ORC Ann. 149.43.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# OKLAHOMA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Oklahoma Open Records Act, 51 Okl. St. § 24A.1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within a “reasonable” amount of time as mandated by 51 Okl. St. § 24A.5.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# OREGON

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under ORS § 192.410 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response as “soon as practicable and without unreasonable delay” as mandated by ORS § 192.440.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# PENNSYLVANIA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Pennsylvania Right-to-Know law, 65 P.S. § 67.101 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 5 business days of receipt of this letter as mandated by 65 P.S. § 67.901.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# RHODE ISLAND

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under R.I. Gen. Laws § 38-2-1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within 10 business days of receipt of this letter as mandated by R.I. Gen. Laws § 38-2-3(e).

Thank you in advance.

Sincerely,

Your Name

Contact Information

# SOUTH CAROLINA

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the South Carolina Freedom of Information Act, S.C. Code Ann. § 30-4-10 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within 15 business days of receipt of this letter as mandated by S.C. Code Ann. § 30-4-30(c).

Thank you in advance.

Sincerely,

Your Name

Contact Information

# SOUTH DAKOTA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under S.D. Codified Laws § 1-27-1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# TENNESSEE

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Tenn. Code Ann. § 10-7-503.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within seven business days of receipt of this letter as mandated by Tenn. Code Ann. § 10-7-503.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# TEXAS

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Tex. Gov't Code § 552.001 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within 10 business days of receipt of this letter as mandated by Tex. Gov't Code § 552.221.

Thank you in advance.

Sincerely,

Your Name

Contact Information

# UTAH

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Utah Government Records Access and Management Act, Utah Code Ann. § 63G-2-101 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within 10 business days of receipt of this letter as mandated by Utah Code Ann. § 63G-2-204.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# VERMONT

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under 1 V.S.A. § 315 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within three business days of receipt of this letter as mandated by 1 V.S.A. § 318.

Thank you in advance.

Sincerely,

Your Name

Contact Information

## ACCESSING ONLINE RECORDS FOR VIRGINIA

**Note about Virginia:** Virginia has one of the strongest animal shelter recordkeeping and reporting laws in the United States. State law requires that all animal pounds, shelters, and rescue groups keep records about the intake and disposition of animals in their care. The Virginia Department of Agriculture and Consumer Services publishes this information online each year.

If you are interested in the statistics of a particular shelter, visit [http://arr.va-vdacs.com/cgi-bin/Vdacs\\_search.cgi](http://arr.va-vdacs.com/cgi-bin/Vdacs_search.cgi). This website allows you to search by single organization, all rescue agencies, all humane societies, all city facilities, all county facilities, and all/statewide (rescue agencies, city facilities, county facilities)

For example, if you click on Bedford County Animal Control and Pound Facility, you can see the organization's contact information (including address, email, and phone) along with the 2014 intake and disposition numbers for cats, dogs, equine, hybrid canines, livestock, other companion animals, and poultry. In 2014, the Bedford County Animal Control and Pound Facility received 1,103 cats. Of those cats, 19 were reclaimed by owner, 81 were adopted, 430 were transferred to another Virginia releasing agency, 0 were transferred by an approved out-of-state facility, 46 died in the facility, and 508 were euthanized.

If the online data does not include the information that you are looking for, please use the draft letter customized for Virginia shelters on the next page.

# VIRGINIA

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Virginia Freedom of Information Act, Va. Code Ann. § 2.2-3700.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within five working days of receipt of this letter as mandated by Va. Code Ann. § 2.2-3704(B).

Thank you in advance.

Sincerely,

Your Name

Contact Information

# WASHINGTON

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under the Washington Public Records Act, Rev. Code Wash. (ARCW) § 42.56.001 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response within five business days of receipt of this letter as mandated by Rev. Code Wash. (ARCW) § 42.56.520.

Thank you in advance.

Sincerely,

Your Name

Contact Information

# WEST VIRGINIA

Date

[Your Name]  
[Address]

[Name of Shelter]  
[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under W. Va. Code § 29B-1-1 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within five business days of receipt of this letter as mandated by W. Va. Code § 29B-1-3.

Thank you in advance.

Sincerely,

Your Name  
Contact Information

# WISCONSIN

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Wis. Stat. § 19.31 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a written response “as soon as practicable and without delay” as mandated by Wis. Stat. § 19.35.

Thank you in advance.

Sincerely,

Your Name

Contact Information

# WYOMING

Date

[Your Name]

[Address]

[Name of Shelter]

[Address]

Dear \_\_\_\_\_ (shelter),

This letter is a request under Wyo. Stat. § 16-4-201 et seq.

I request copies of the following documents:

1. For 2014, the total intake of cats and the disposition of cats impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).
2. For 2014, the total intake of dogs and the disposition of dogs impounded at \_\_\_\_ (shelter), broken down by month (the number returned to owner, adopted, died, euthanized, or transferred to a rescue group or another facility).

For purposes of this request, “documents” includes all information captured on paper or in electronic format.

For those records that exist in electronic format, I would be happy to receive them as a pdf email attachment or on a CD.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I reserve the right to appeal any decision to withhold any information or to deny a waiver of fees. I look forward to a response within seven business days of receipt of this letter as mandated by Wyo. Stat. § 16-4-202.

Thank you in advance.

Sincerely,

Your Name

Contact Information



## About Alley Cat Allies

Alley Cat Allies is the innovator in the protection and humane treatment of cats. As the only national advocacy organization dedicated exclusively to cats, Alley Cat Allies has worked for 25 years to support caregivers, change laws, improve shelters, and most importantly—save cats. Since our founding in 1990, we have popularized Trap-Neuter-Return (TNR) as the only humane and effective approach to community cats. By establishing and promoting standards of care, our organization has brought humane treatment of cats into the national spotlight. Before Alley Cat Allies, TNR was virtually unknown in America, and no local governments supported it. Today, a growing list of more than 500 municipalities officially embrace TNR.

## About the Author

Elizabeth Holtz, Esq. is the Associate Director of Law and Policy at Alley Cat Allies. She researches policy issues surrounding cats and animal sheltering and advises local governments on drafting effective and cat-friendly legislation. Holtz also authored “Trap-Neuter-Return Ordinances and Policies in the United States: The Future of Animal Control,” the first comprehensive study of its kind. Holtz holds a J.D. from Georgetown University Law Center.