

(Letterhead of Human Rights Commission or other body)

To the following party:

Re: (Name of resolution) monthly reporting requirement

On (date) (name of governing body) approved (name of resolution), a copy of which has been sent to your office. In accordance with that resolution, (name of governing body) respectfully requests that you provide information for the public about the extent and manner in which your organization has acted under the USA PATRIOT Act and new Executive Orders.

To expedite this request, we are providing the attached form. The first time you complete it, the period covered should be from October 26, 2001 (date of passage of the USA PATRIOT Act) to the last day of the preceding month. In subsequent months, please provide information on the preceding month only. If you need more room to respond to a question, feel free to attach additional pages as needed.

Kindly send a completed copy of this form and any attachments to the following address on a monthly basis:

(Contact Name)
(Street Address)
(City, State Zip)

(Name of reporting body) will report to the public the information you provide in accordance with the resolution.

We appreciate your prompt compliance with this request. If you have questions about this request, please contact (contact name) at (telephone number). If for any reason your department cannot comply with this request, please provide the reason, which will be conveyed to the public.

Sincerely,

(Name)
(Title)

Attachment

B. Searches and Surveillance continued

- B3. The extent to which federal authorities are monitoring political meetings, religious gatherings or other such activities within the (jurisdiction).
- B4. The number of times education records have been obtained from public schools and institutions of higher learning in the (jurisdiction) under section 507 of the USA PATRIOT Act.
- _____
- B5. The number of times library records have been obtained from libraries in the (jurisdiction) under section 215 of the USA PATRIOT Act.
- _____
- B6. The number of times that records of the books purchased by store patrons have been obtained from bookstores in the (jurisdiction) under section 215 of the USA PATRIOT Act.
- _____
- B7. Description of subpoenas issued to (jurisdiction) citizens or residents through the United States Attorney's Office without a court's approval or knowledge.
- B8. All other uses of the USA PATRIOT Act.