Date

Police Chief or Sheriff
Police Department or Sheriff's Office
200 Sample Road
Somewhere, Alabama 30000

Subject: Records Request

The Alabama Department of Public Health (ADPH) and Alabama's Violent Death Reporting System (AVDRS) requests your assistance with collection of data regarding violent deaths of victims listed in the enclosed attachment. The AVDRS is a part of the National Violent Death Reporting System (NVDRS) funded by the Centers for Disease Control and Prevention (CDC). The program links information on violent deaths from death certificates with medical examiner/coroner reports, crime lab results and law enforcement reports to study the circumstances surrounding violent deaths, with the goal of reducing violent deaths.

This data will be held and used for violence prevention in the state on the part of ADPH, and the Alabama Law Enforcement Agency (ALEA), who is a supportive partner of AVDRS.

I am requesting a copy of your **incident reports with narrative**, if available for the incident(s) identified in the enclosed attachment. All personal identifying information (names, addresses, hospitals, businesses, law enforcement agencies and specific dates) will be removed from the report upon entry into the CDC data base. All information will be held confidentially.

NVDRS is supported by many partners, including the American Public Health Association, the International Association of Chiefs of Police, the National Sheriff's Association, the National Association of Medical Examiners, the National Association of Public Health Statistics and Information Systems. We invite you to visit CDC's website at https://www.cdc.gov/violenceprevention/nvdrs/index.html for additional details.

If there are any questions, please feel free to contact me by email at Gloria.Davis@adph.state.al.us or by telephone at (334) 206-2938. Thank you for your assistance with the AVDRS.

Thank you,

Branch Director
Surveillance and Prevention Branch

GD/TC
Enclosure

SAMPLE