**June 26, 2024**

Dear Records Custodian:

Under the Virginia Freedom of Information Act, §2.2-3704 et seq.,I am requesting an opportunity to obtain electronic copies (pdf., .doc., .xlsx, .csv etc) of the following public records in the possession of your university administration or the university’s athletic department:

* **Last five annual NCAA Membership Financial reports the university sent, Jan 1. 2019- present, to the NCAA for its NCAA Membership Financial Reporting System, along with copies of any addendums or attachments of any kind for this mandatory NCAA form.**
* **Any documents or internal memos summarizing the results from any athletic interest surveys conducted by the university in the past 5 years.**
* **Any letters or correspondence sent, Jan 1. 2019- present (where present is defined as the day this search is performed), to or from the athletic department requesting a sport (any specifically named sport) be elevated to varsity status.**
* **Any reports, memos, documents or analyses in Jan. 1, 2019 -present related to Title IX athletic compliance, that reference interest surveys or club team requests for new varsity sports.  Note: we are specifically not requesting memos related to Title IX compliance with sexual assaults or harassments, but are narrowly tailoring this request to apply only to equal opportunities in athletic participation.**

Please provide the information in electronic format as the records become available.

This information is being sought on behalf of the Howard Center for Investigative Journalism out of Arizona State University, which produces stories that regularly are published by major national news organizations such as USA Today, PBS NewsHour, and other major media. The information sought will expand the public’s knowledge of the governments operations and specifically, the financial expenditures of your university’s athletic programs.

As such, we are requesting a public interest fee waiver for the requested information.

It is my intention to work with your office to fulfill the bulk of the responsive documents to this request with as little time as possible required from your staff. If you have any questions regarding this request, or suggestions on how I can tailor this request to get the bulk of this information promptly, please feel free to contact me at the contact information provided at the bottom.

Thank you in advance for your assistance in this matter.

Sincerely,

Mia Berry

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