**Mia Berry**  
Howard Center for Investigative Journalism

Walter Cronkite School of Journalism & Mass Communications

Arizona State University

555 N. Central Ave. #208

Phoenix, AZ 85004

**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 the following emails in the possession of your university’s athletic director, any full-time employees of the athletic director’s office, or any employees working full-time in the office of the President of your university:

* **Any emails sent or received Jan 1. 2019- present (where present is defined as the day this search is performed) using the keywords/exact keyword combinations as quoted:  “flag football”, “cricket”, or “women’s lacrosse”.**

Please provide the information in electronic format. While we would prefer to receive them in a .pdf if you have the technical capability of providing the records this way, if the records are only available in a specific technical format, we likely will agree to receive them in the manner you can export the documents to but please contact me to ensure that is the case.

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 government’s operations and specifically, that 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 request with as little time as possible required from your staff. If you have any questions regarding this request, or suggestions on how we can tailor this request to get the bulk of this information promptly, please feel free to contact me using the information below.  For instance, if a technical hurdle exists that means you can only easily keyword search the last 3 years worth of emails, we will likely amend this request to make it easier to process. We look forward to working with you. Thank you in advance for your assistance in this matter.

Sincerely,

Mia Berry

Reporter, Howard Center for Investigative Journalism, ASU

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