

OLLI @ SOU

Session #3

February 25, 2026

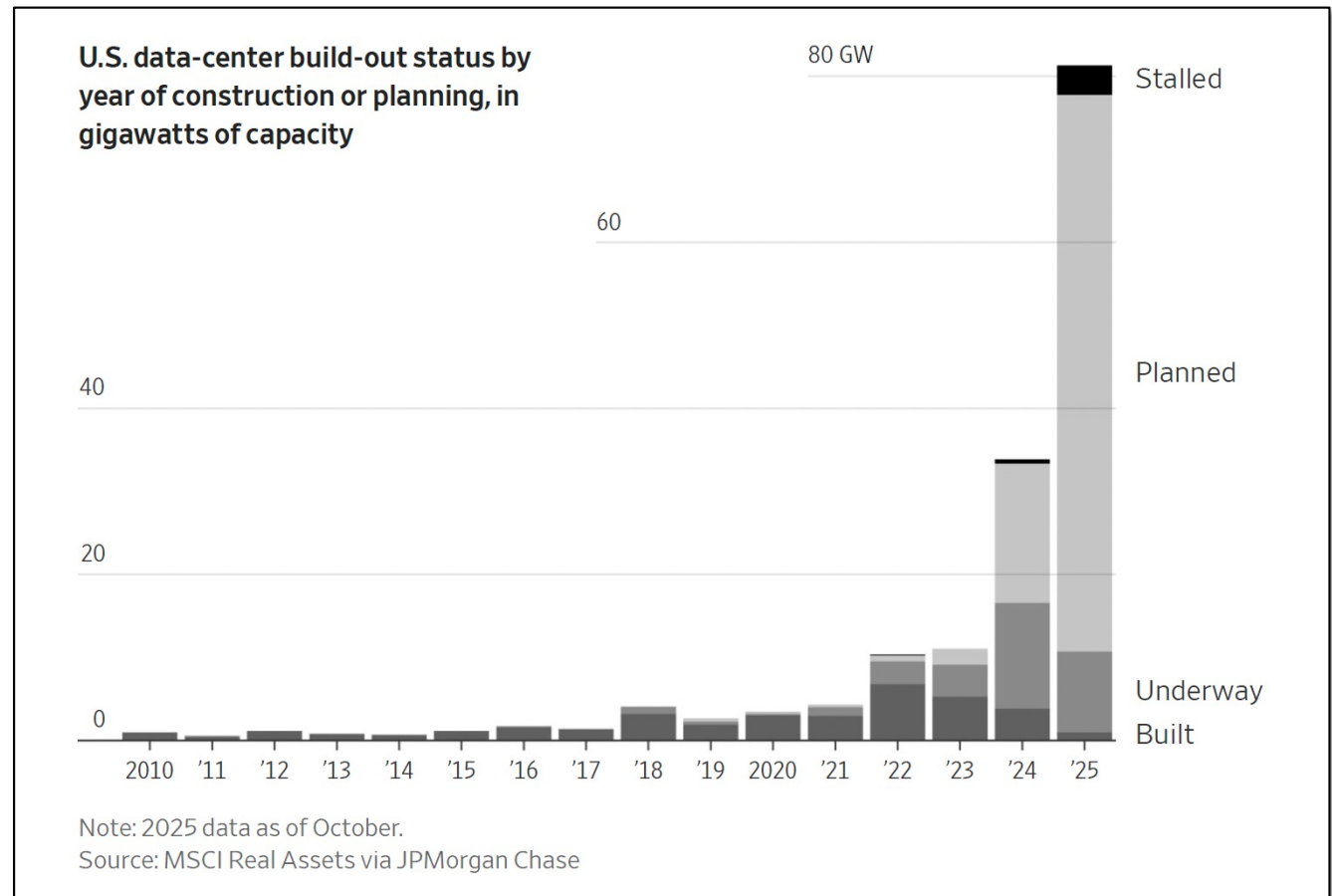


Continuing Experiments in Artificial Intelligence

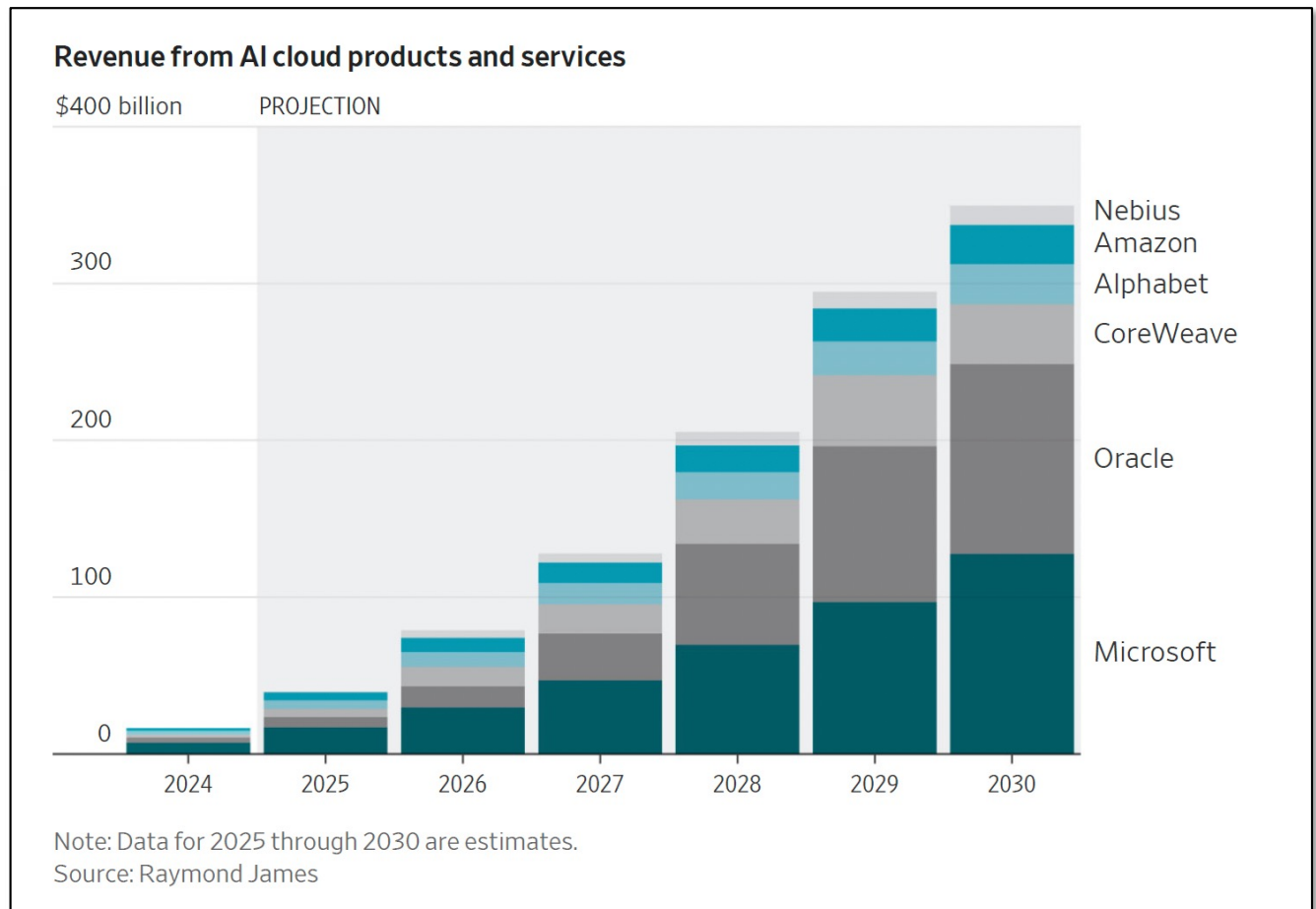




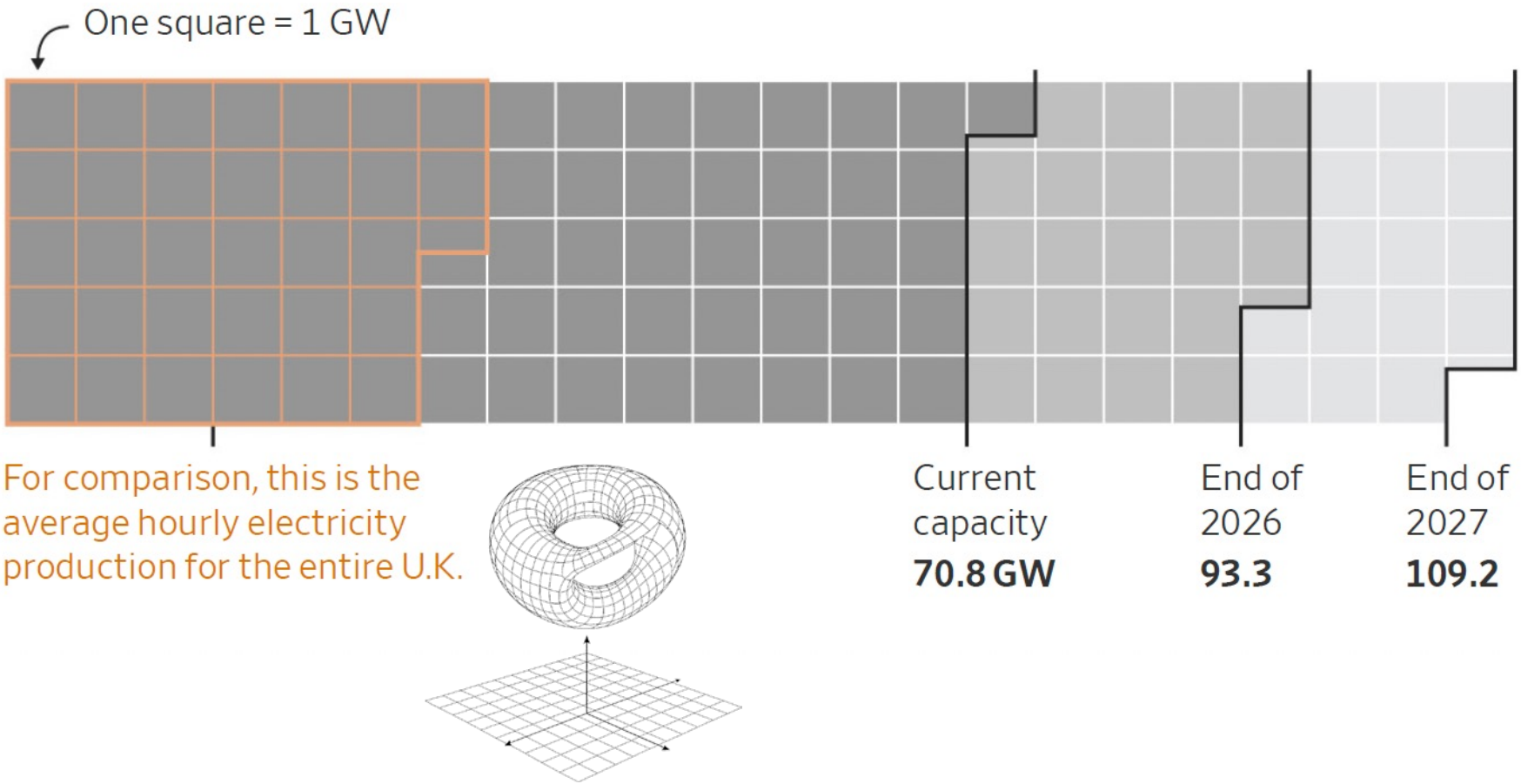
Electrical Capacity Needed



Revenue
\$ \$ \$ \$ \$



Global data-center capacity, by energy usage





Dario Amodei



Ilya Sutskever



Daniela Amodei



Mustapha Suleyman

Vocabulary – Acronyms - Nomenclature

Version 1.1

Prompt

Inference

LLM – MMLM – SLM

Multimodal

NLP

AGI

RAG

Token

Hallucinations

Algorithm

Corpus

Compute

API

Models

Frontier Models

(values) Alignment

Workflow

Coding

Vocabulary – Acronyms - Nomenclature

Backpropagation

Bias (Social Bias vs. technical 'bias' (re: weight & bias in neuron))

Cognitive Load

RLHF (Reinforcement Learning from Human Feedback)

Enthusiastic Affirmation

Effective Altruism (EA)

Theory of Mind (ToM)

Vocabulary – Acronyms - Nomenclature

Version 2.03

Compute

Frontier

Context Aware

Context Window

Iteration

Workflow

Enthusiastic Affirmation

Digital Sycophancy

Superintelligence

Agentic

Storyboard

Multi-Modal

Vocabulary – Acronyms - Nomenclature

Version 2.03

Cognitive Offloading

Automation Bias

Pessimism Averse

Algorithm Appreciation

Algorithm Averse

Multi-Modal

Coreference Resolution

Stochastic Parrot

Digital Twin

MCP

Hyperscale

Vocabulary – Acronyms - Nomenclature

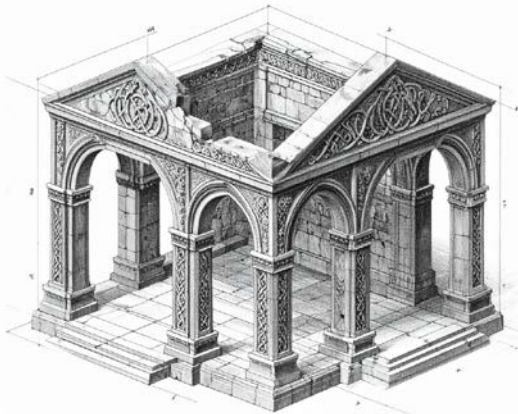
Context – Attention

Persistent Memory (scenarios – research w/ constant preface, or iterative edit of image)

Contextual framing (context setting, Custom Instructions, Persistent Instructions, Session Parameters)

Corpus

Constraints (legal, medical)



Context vs. Symbolism/Algorithmic/if...then

Agent/Agentic

Scale – Hyperscale

Doomer – Boomer

p(doom) – probability of doom scenario

Version 0.6d

Vocabulary – Acronyms - Nomenclature

Version 0.6d

Artifact

Markdown (.md, LaTeX, Lilypond)



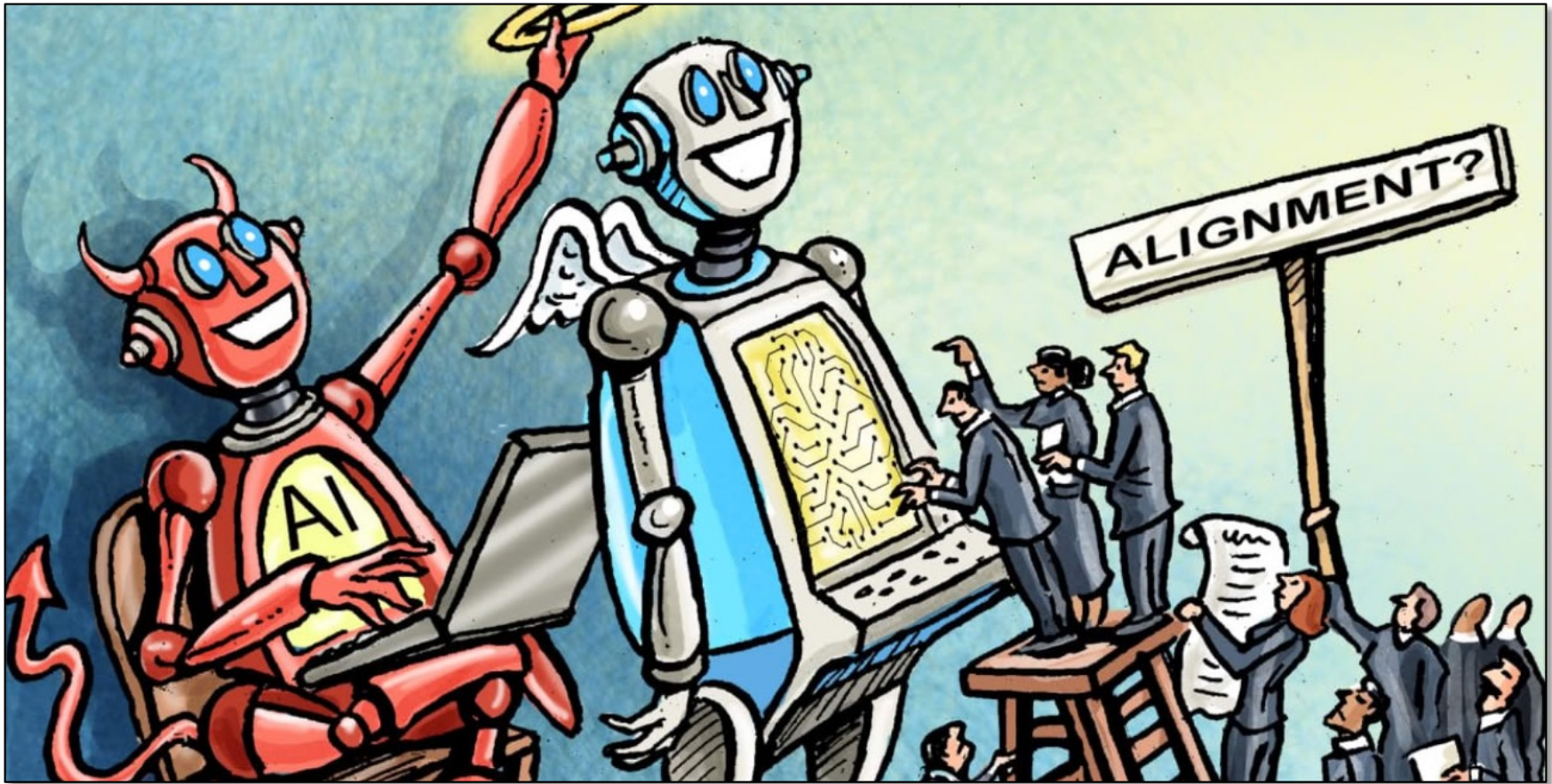
Model Collapse

Misinformation vs. Disinformation

Emergent Behavior (unexpected behavior arising in large models)

Augmentation (augment human work, not replace humans)

Vector Database



Speed of Processing Increase over Time

Manufacturing Expertise Improvements

Floating-Point (mathematics) Operations per Second (FLOPS)

Year	Processor	Transistor Count	FLOPS	Notable Features
1971	Intel 4004	2,300	~92,600 FLOPS	First commercially available microprocessor.
1974	Intel 8080	6,000	~500,000 FLOPS	Widely used in early personal computers.
1982	Intel 80286	134,000	~2.66 MFLOPS	Introduced protected mode for multitasking.
1993	Intel Pentium	3,100,000	~188 MFLOPS	Superscalar architecture for enhanced speed.
1999	Intel Pentium III	9,500,000	~2.9 GFLOPS	First SSE instructions; improved performance.
2002	Intel Pentium 4	42,000,000	~6.2 GFLOPS	Introduced Hyper-Threading Technology.
2006	Intel Core 2 Duo	291,000,000	~21.1 GFLOPS	First dual-core x86 processor.
2017	AMD Ryzen 7 1800X	4,800,000,000	~384 GFLOPS	High-performance multi-threading CPU.
2020	Apple M1	16,000,000,000	~2.6 TFLOPS	ARM-based chip revolutionized efficiency.
2023	Intel Core i9-13900KS	24,000,000,000	~3.5 TFLOPS	Highest clock speed in a consumer processor.

Historical “Data” Transmission Speeds

65	1870s – Telegraph: 100 ‘words’ a minute $(100 \times 5 \times 8 / 60) = \sim 65$ bps (bits per second)
150	1930s – Teletype: 150 bps
300	1985 – acoustic modem: 300 bps
28800	1990s – digital modems: 9600bps – 28800bps
3,000,000	1995 – digital subscriber line (DSL): 3,000,000 bps
30,000,000	2000 – cable modem (DOCSIS): 30,000,000 bps
100,000,000	2015 – cable modem (DOCSIS 3.0): 100,000,000 bps

“Source Lines of Code” (SLOC)

Software Development Over Time

Microsoft Windows:

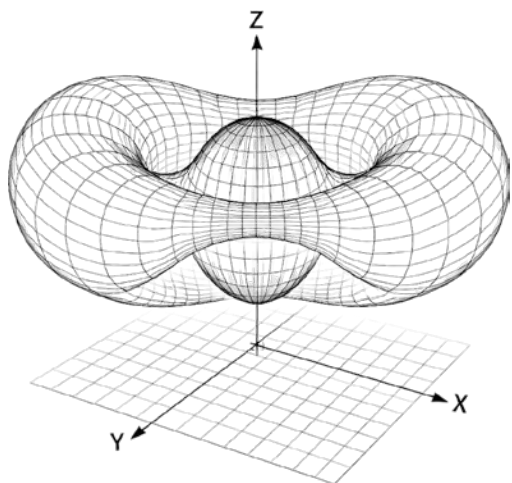
- **Windows NT 3.1 (1993):** Approximately 4–5 million SLOC.
- **Windows NT 3.5 (1994):** Around 7–8 million SLOC.
- **Windows NT 4.0 (1996):** About 11–12 million SLOC.
- **Windows 2000 (2000):** Exceeding 29 million SLOC.
- **Windows XP (2001):** Approximately 45 million SLOC.
- **Windows Server 2003 (2003):** Around 50 million SLOC.
- **Windows 10 (2015):** Estimated at 80 million SLOC.

A.I. Models - Number of Parameters

Year	Model	Number of Parameters
2000	Early Neural Models	~1 million
2005	Early Neural Models	~10 million
2010	Early Neural Models	~100 million
2015	Early Neural Models	~100 million
2017	Transformer (base)	65 million
2018	BERT-Large	340 million
2019	GPT-2	1.5 billion
2019	Megatron-LM	8.3 billion
2020	GPT-3	175 billion
2021	Switch Transformer	1.6 trillion
2022	PaLM	540 billion
2023	LLaMA 2	70 billion
2023	GPT-4	~1.8 trillion (estimated)
2024	Llama 3.1	405 billion
2025	DeepSeek-R1	671 billion
2025	Llama 4	~1 trillion (estimated)

Notes:

- Early models (pre-2017) are approximated based on typical neural network sizes.
- Modern LLMs (post-2017) reflect transformer-based architectures.
- Estimates for unreported models (e.g., GPT-4, Llama 4) are based on reliable sources and trends.

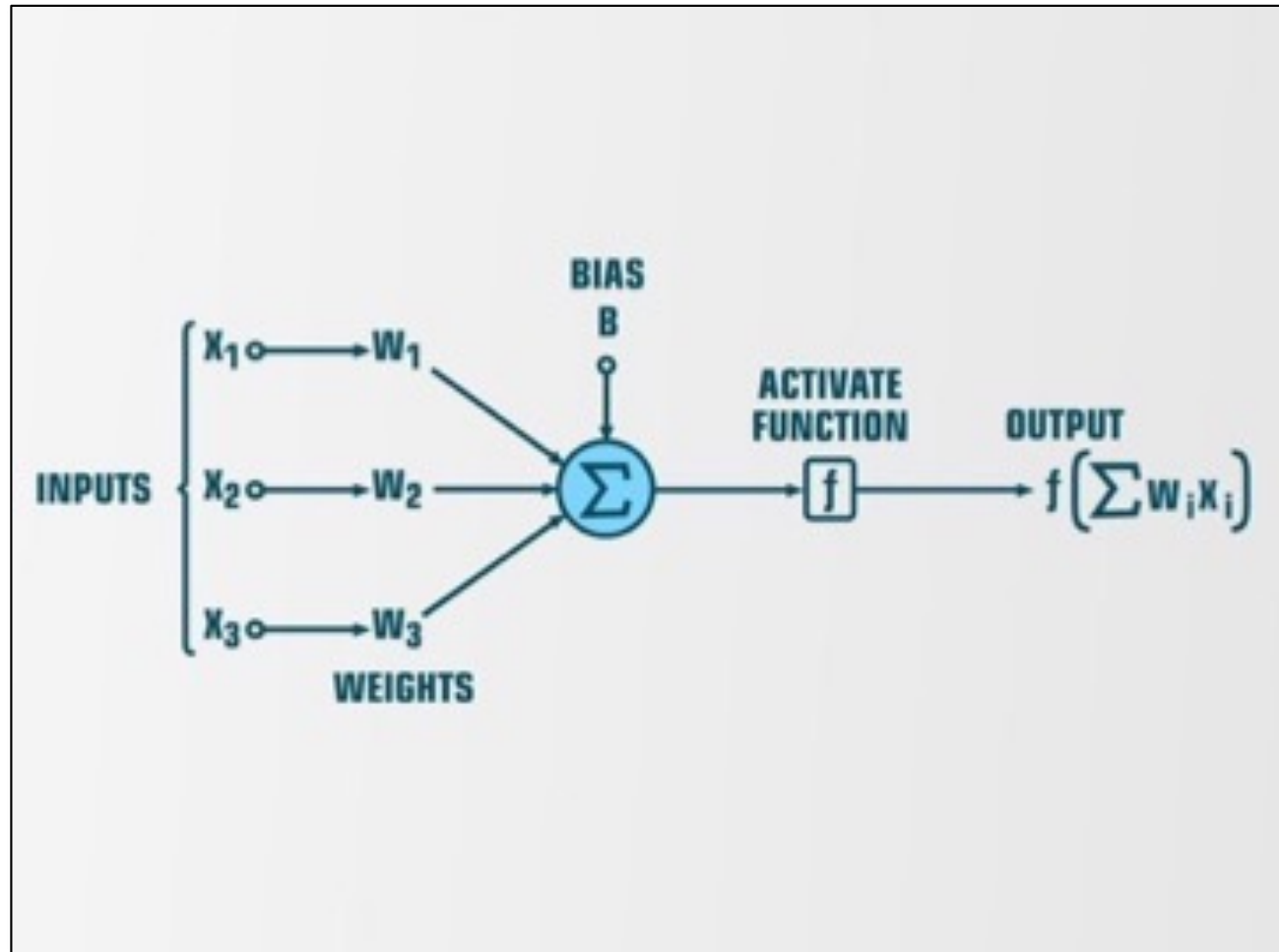


Patterns in Language

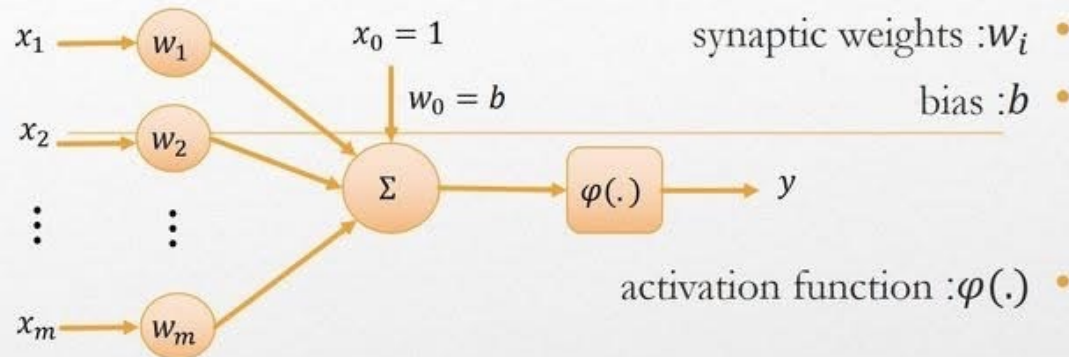
Tokenization

The	promise	of	large	language	models	is	that	they	—
464	6991	286	1588	3303	4981	318	326	484	

Economist, March 2023



An artificial neuron



- $y = \varphi(\sum_{i=1}^m w_i x_i + b) = \varphi(\mathbf{x}^T \mathbf{w} + b) = \varphi(\mathbf{w}^T \mathbf{x} + b)$
 - $\mathbf{x} = [x_1, x_2, \dots, x_m]^T, \mathbf{w} = [w_1, w_2, \dots, w_m]^T$
- $y = \varphi(\sum_{i=0}^m w_i x_i) = \varphi(\mathbf{x}^T \mathbf{w}) = \varphi(\mathbf{w}^T \mathbf{x}), x_0 = 1, w_0 = b$
 - $\mathbf{x} = [x_0, x_1, x_2, \dots, x_m]^T, \mathbf{w} = [w_0, w_1, w_2, \dots, w_m]^T$
- Common choices for φ : Logistic, ReLU, Tanh, and Linear.

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Neural Network (2)

Initial number of Hidden Layers ('depth') is established at onset of LLM creation

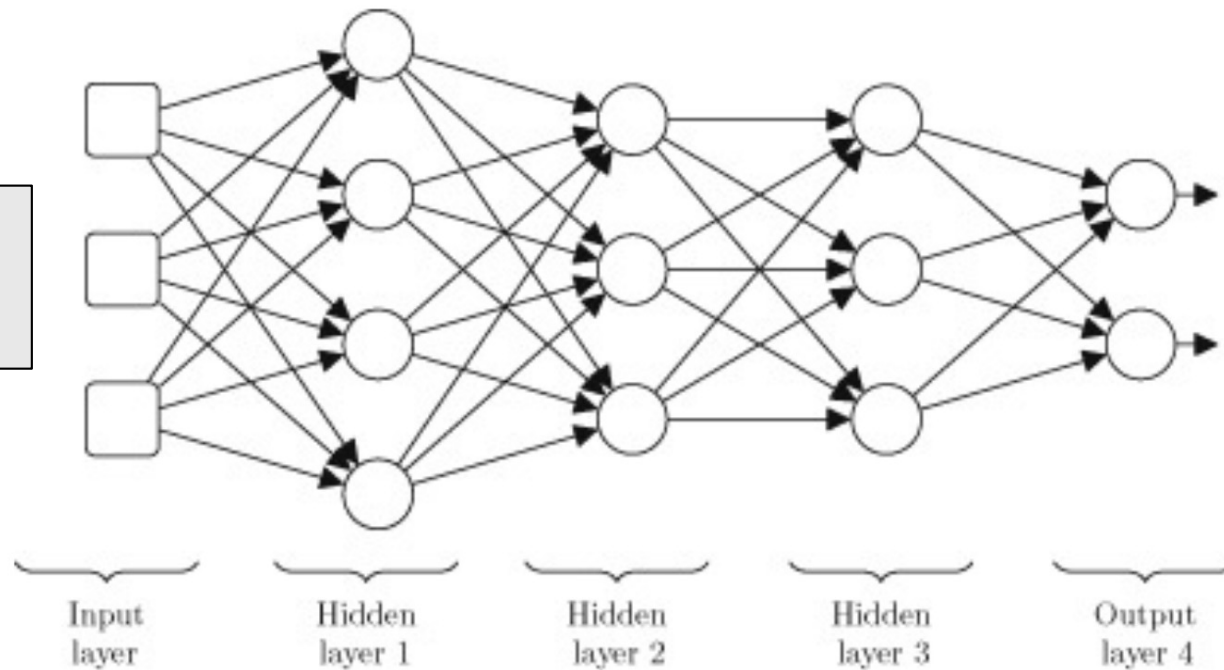
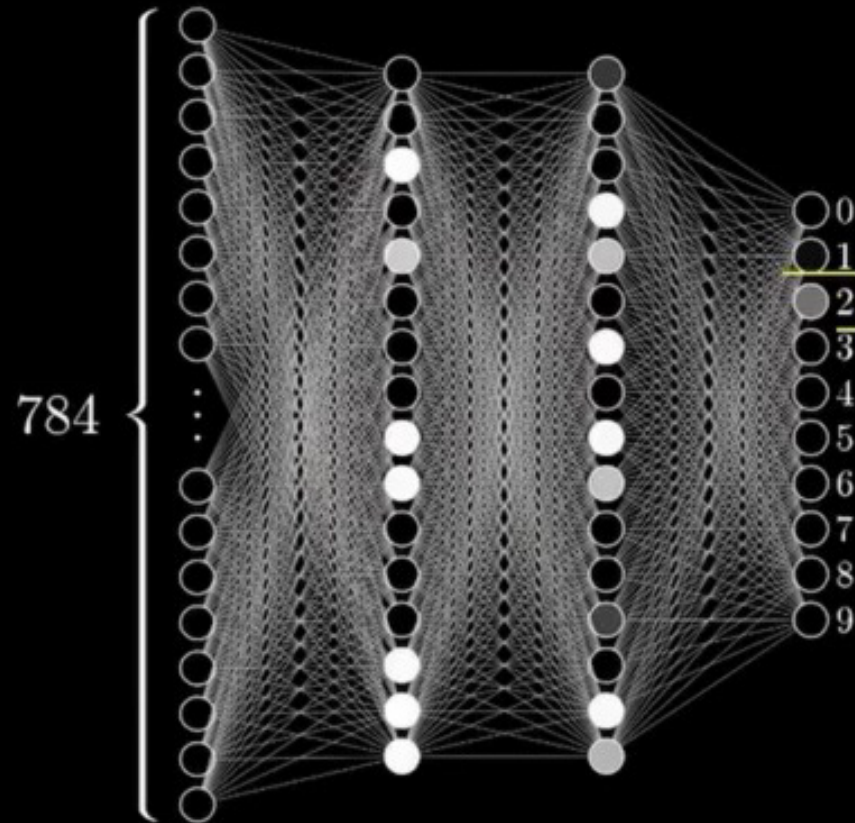
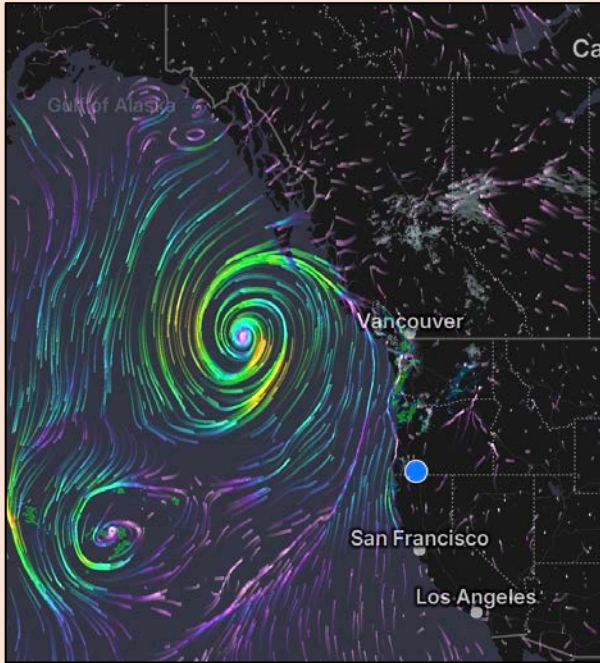


Figure 3.2 Topological illustration of a simple neural network.

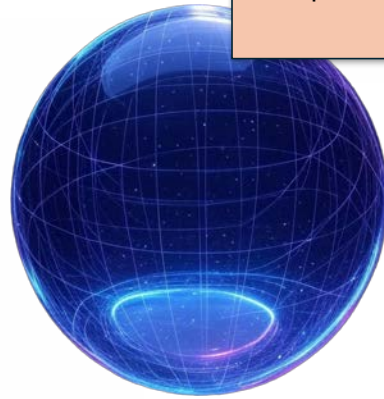
"Deep Learning" (2019) by John D. Kelleher
MIT Press Essential Knowledge Series



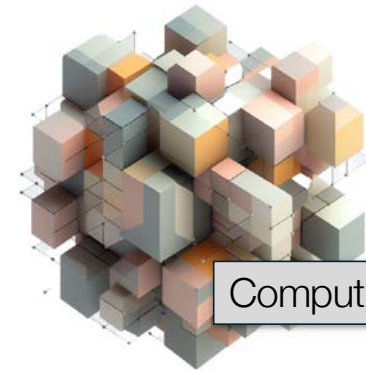
Why the company NVIDIA is worth TRILLIONS of Dollars \$\$\$\$\$



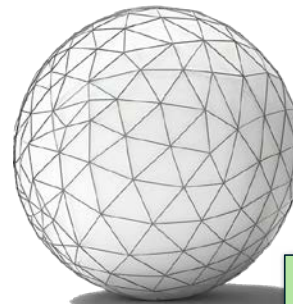
logarithmic series with Rossby Waves



Graphics Composition Model

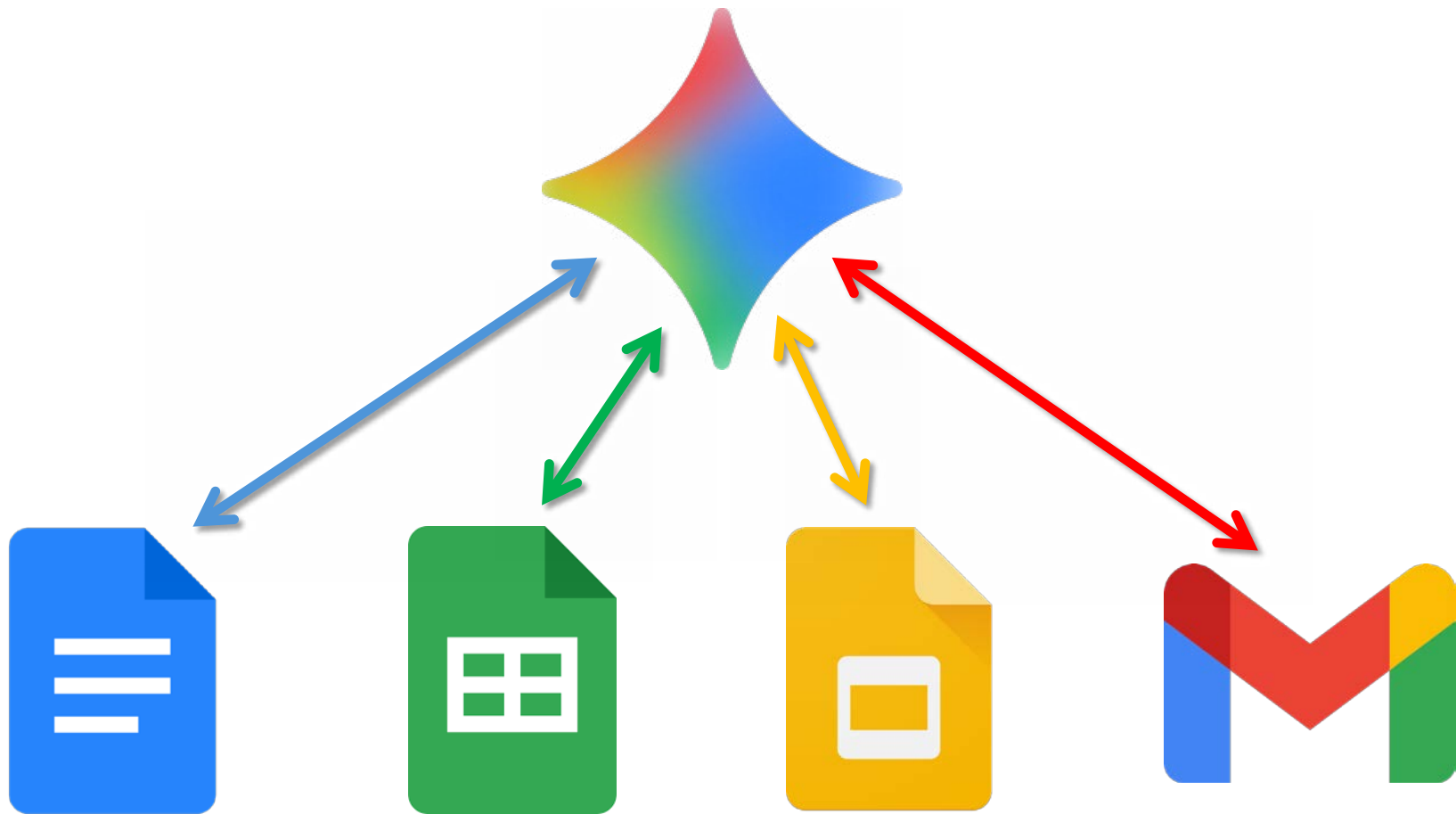


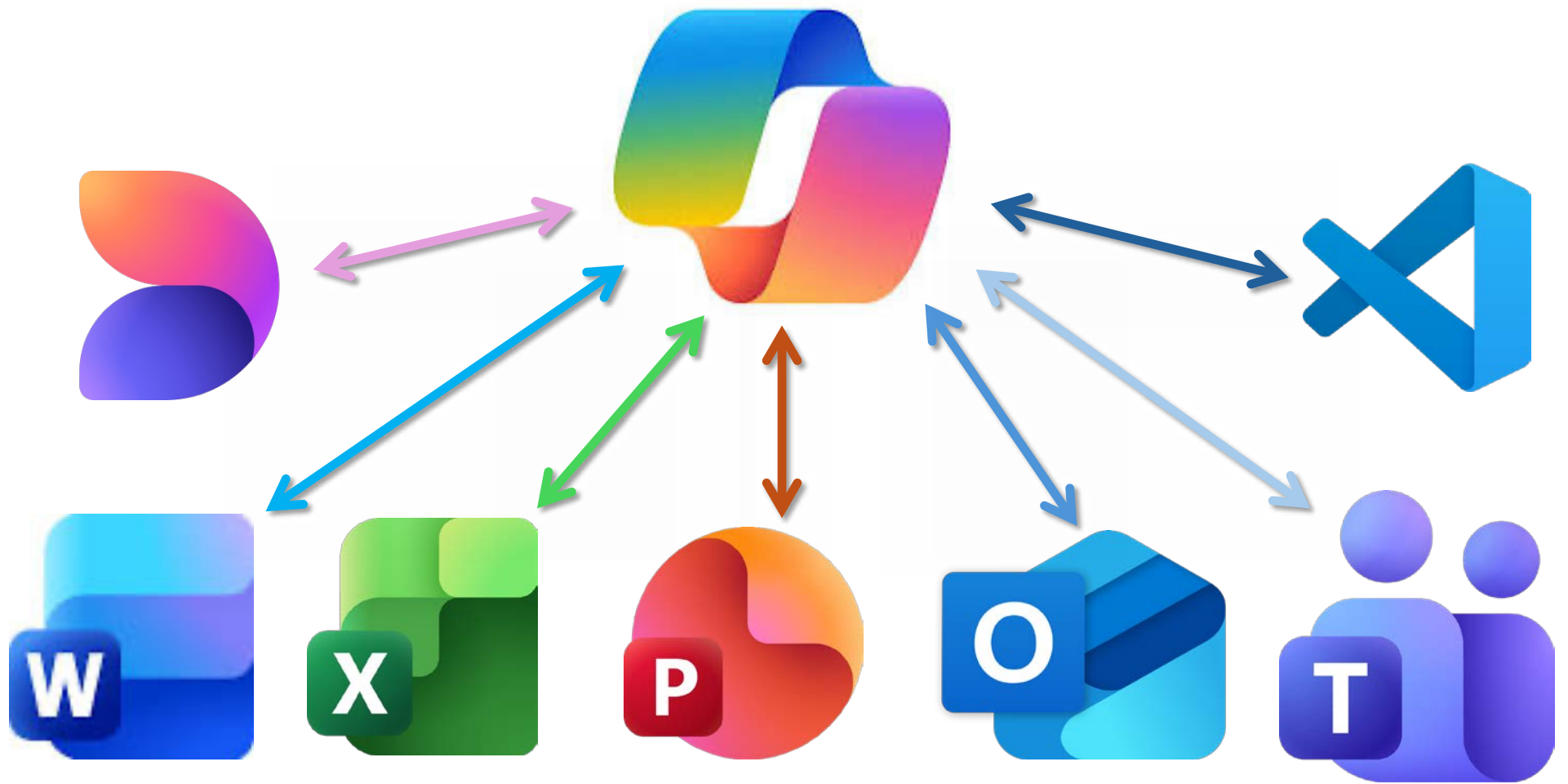
Computer Coding Model



Multiple Language Models









Software Eco-Systems

Google

Gemini - Docs – Gmail – Keep – Sheets - Slides

Microsoft

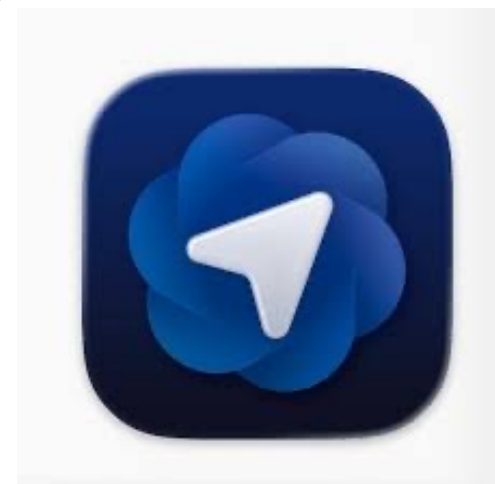
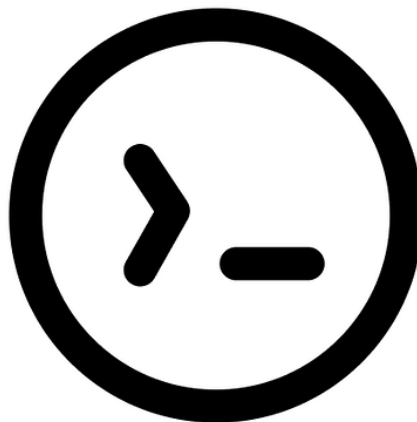
Copilot - Word – Outlook – OneNote – Excel - Powerpoint

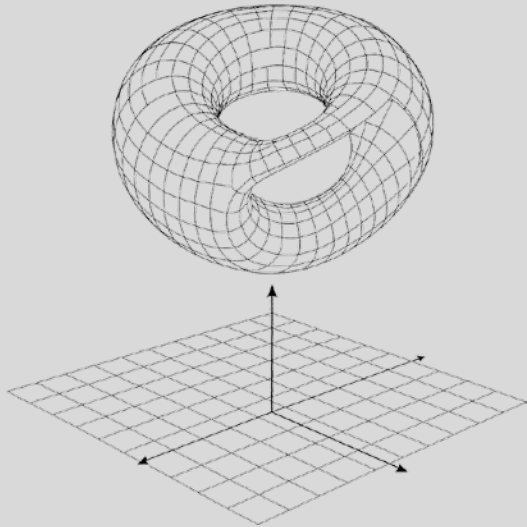


Apple - ??????

????? – Pages – Mail – Notes – Numbers - Keynote

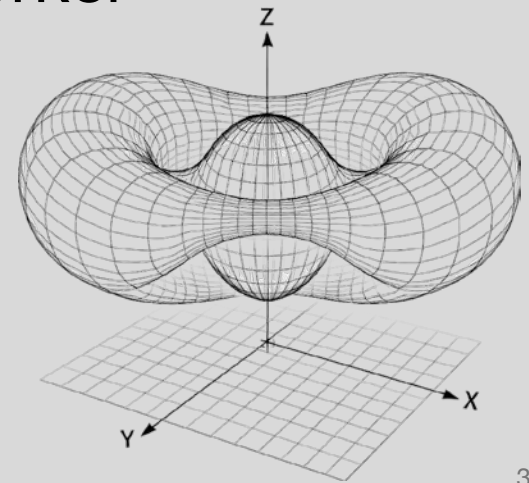
Can You Recognize These Applications?



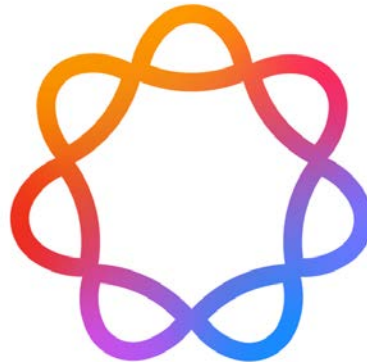


Public Admission of Presenter:

“In my worklife, I was a ‘knowledge worker’”



graphics: Poincaré Conjecture





Apple Intelligence

Hardware Requirements for Apple Intelligence

M1 – M4 Processor (Desktop or Laptop)

iPhone 15pro – iPhone 16



Apple Intelligence

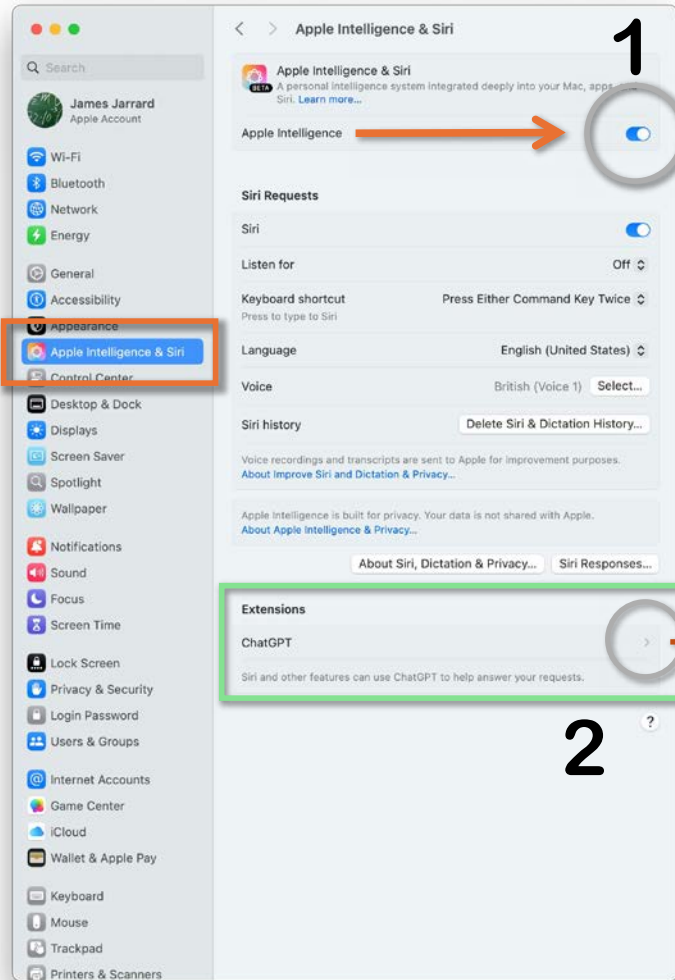
Artificial Intelligence is being integrated into:

- A. Word Processors
- B. Email
- C. Text Messaging
- D. Note-Taking
- E. Presentation Software
- F. Spreadsheets





Settings



Initiate Connection to ChatGPT

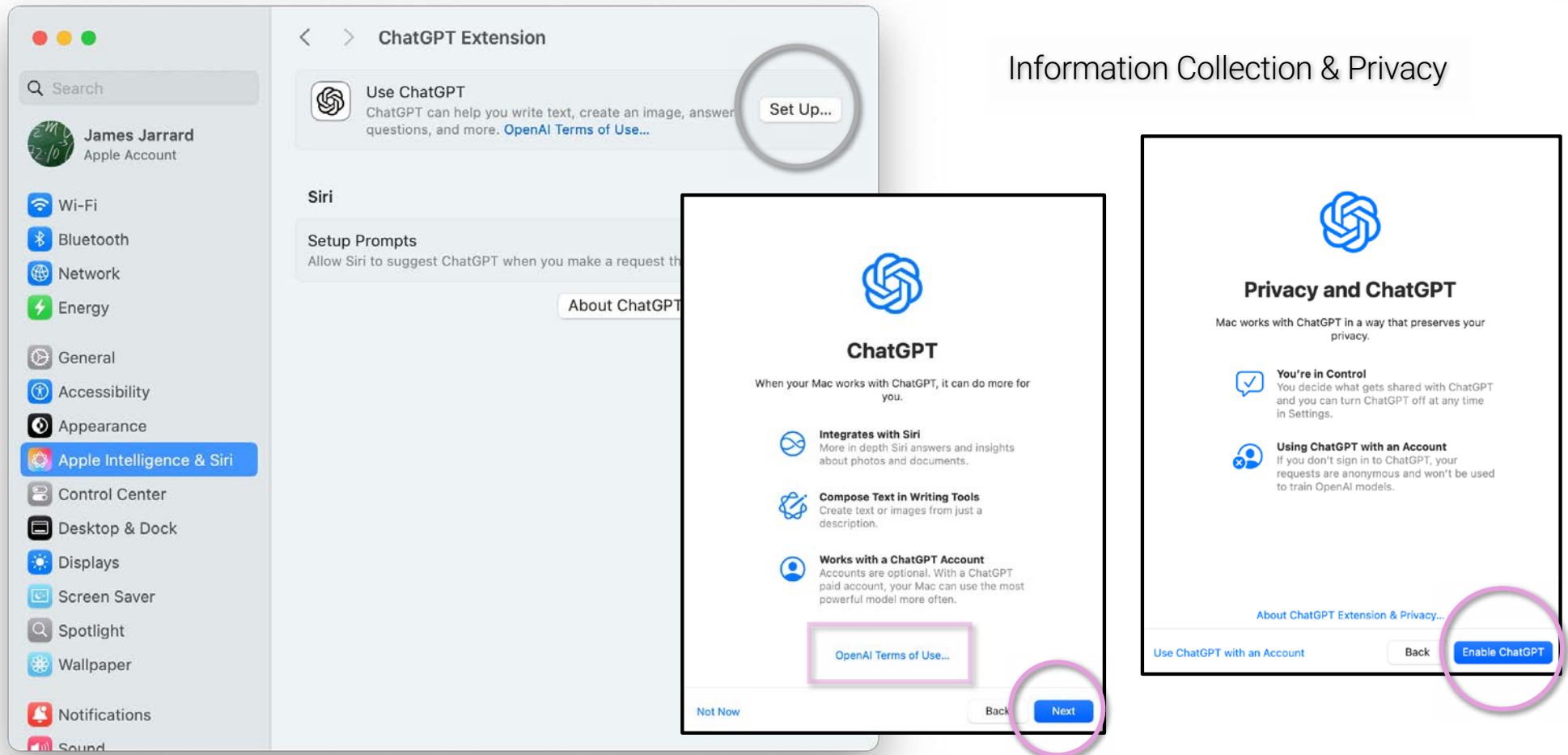
For Apple Macintosh laptops and desktops, it is necessary to have MacOS system software version 15.2 installed. This operating system was released in early January 2025.

The process involves multiple steps, including establishing a connection to ChatGPT from OpenAI Corporation.

Additionally, another step requires logging into ChatGPT using OpenAI credentials, whether using the free or paid version.

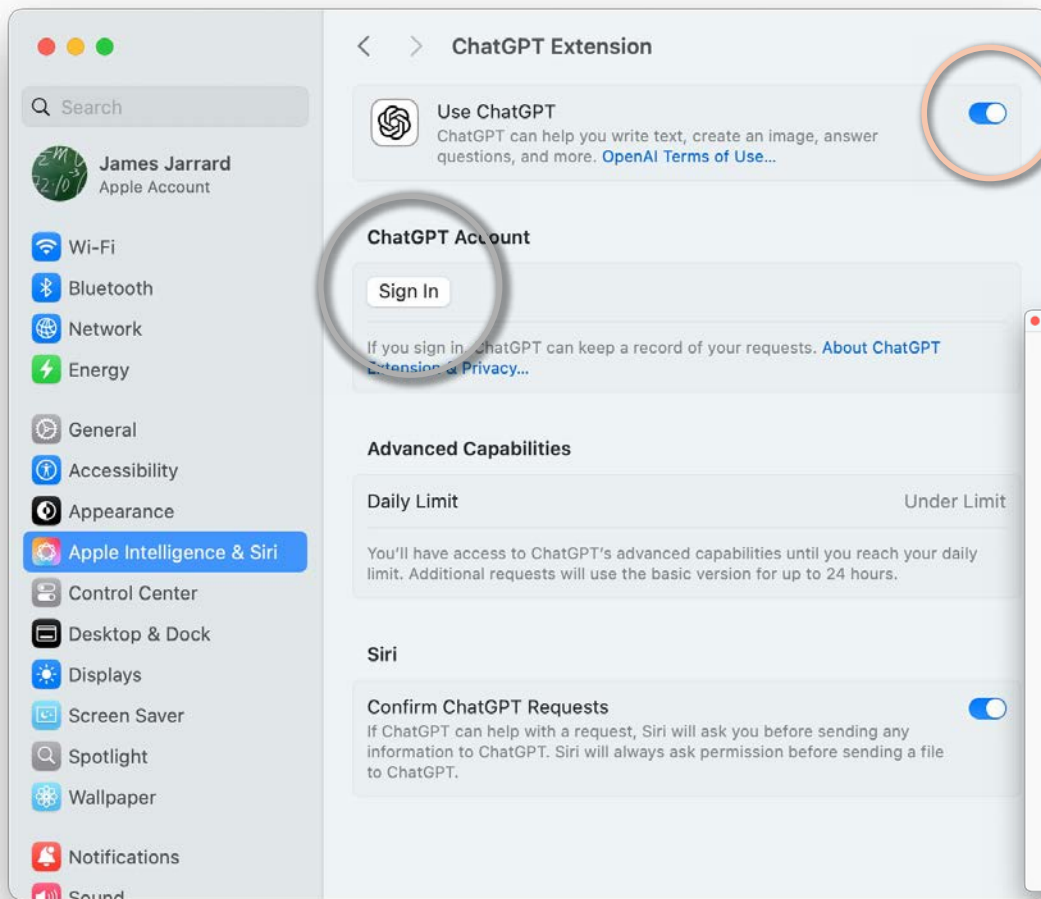


Information Collection & Privacy

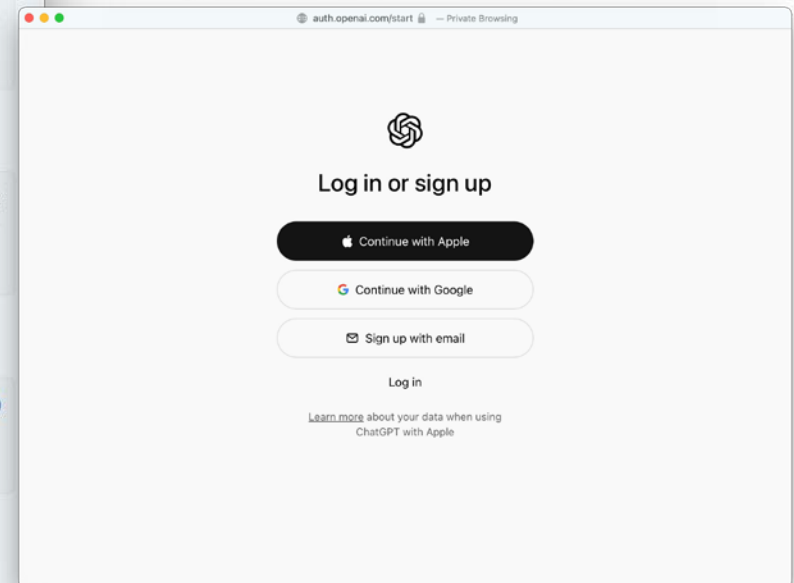


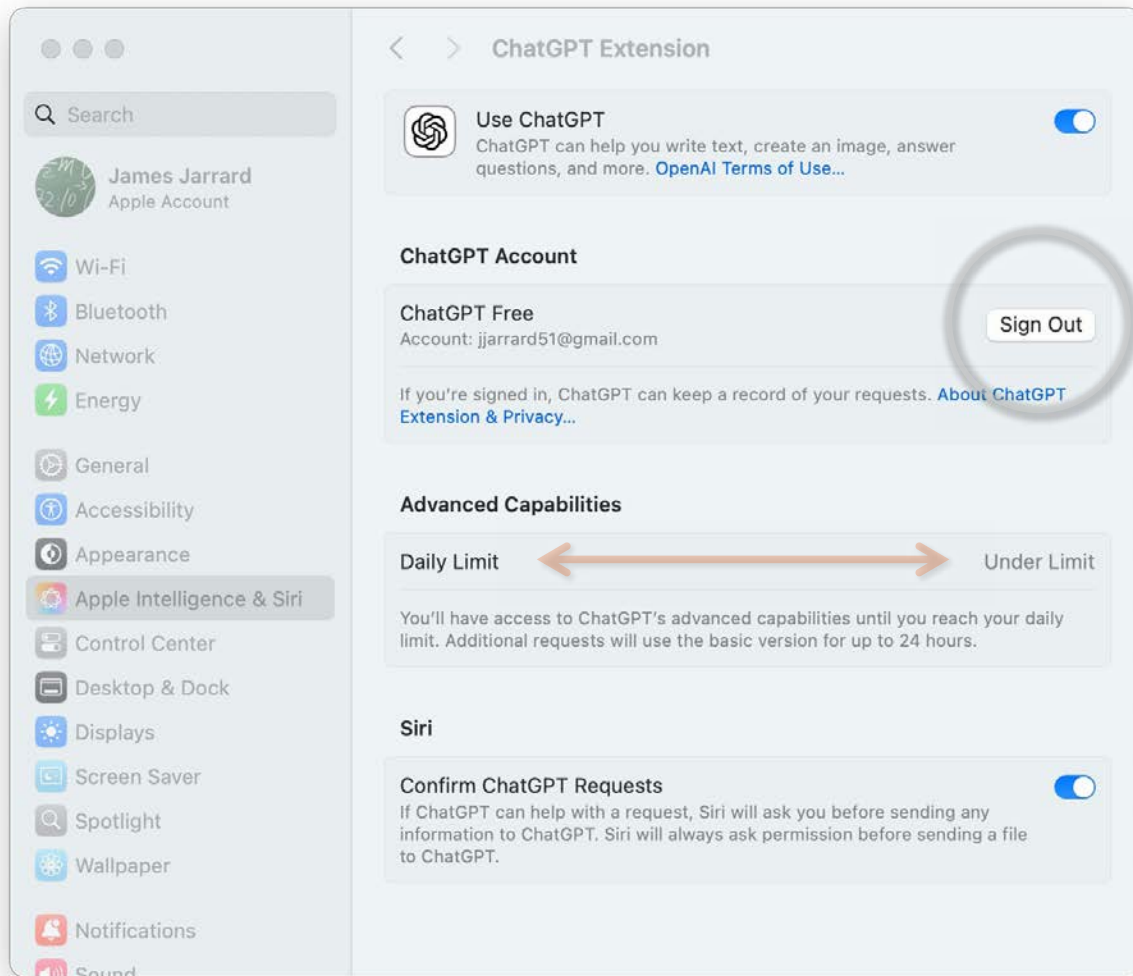


Setup in Apple Settings



Login Authentication in ChatGPT





Login success is indicated to the left.

Note the various pieces of information on this screen:

1. ChatGPT Free account
2. The user is already logged in
3. There is a 'Daily Limit' on ChatGPT usage



Apple Intelligence

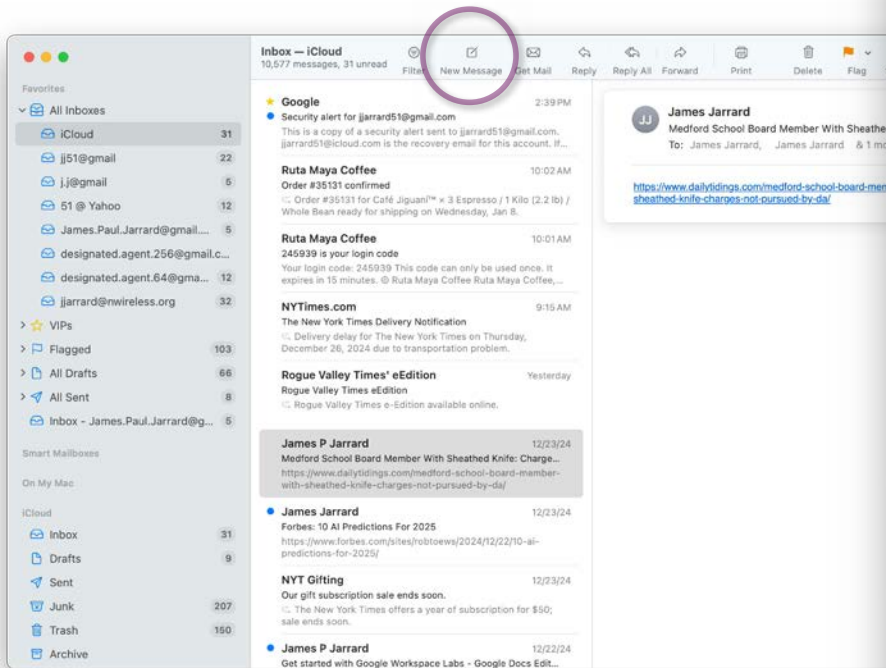
in

Apple Mail



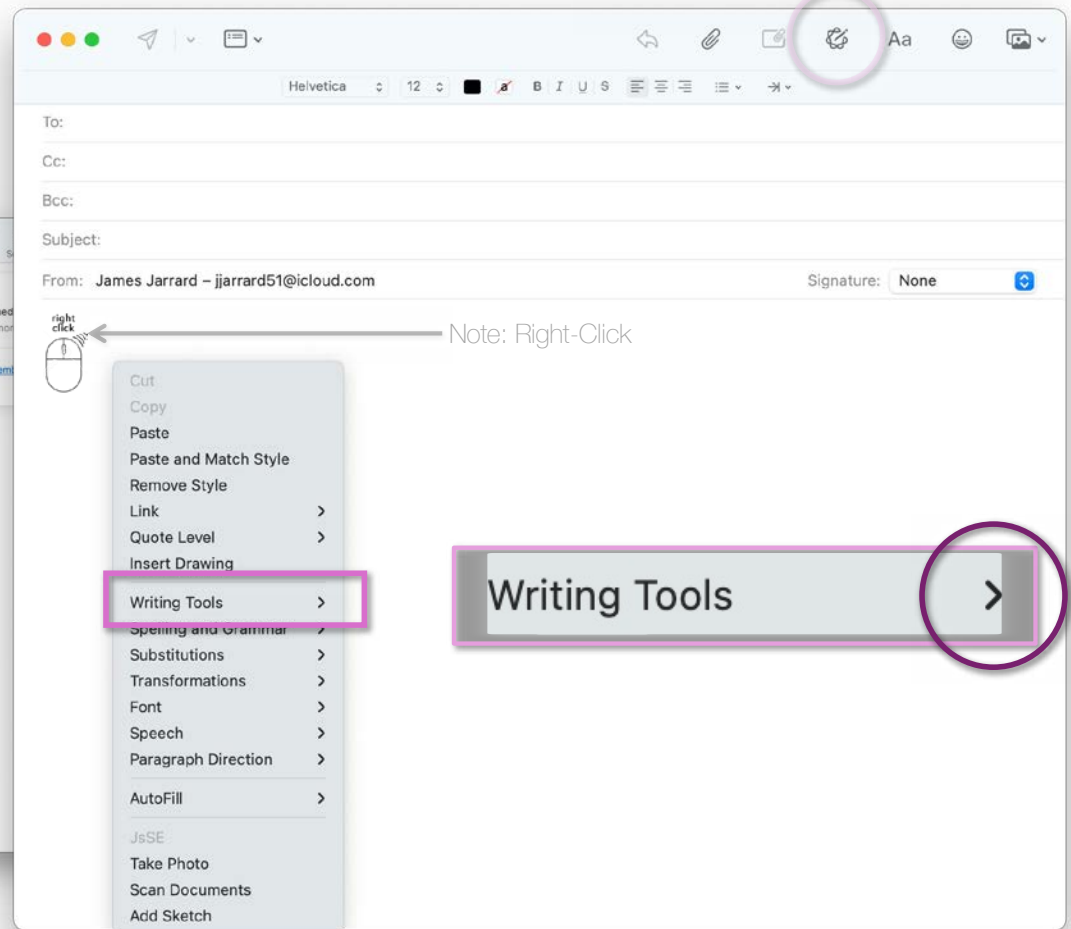
Apple Intelligence 'Writing Tools' in Apple Mail

In Apple Mail, new items are added to the 'context menus' accessed by using right-click with an email message.



Note New Icon

Apple Intelligence
MacOS 15.2.x



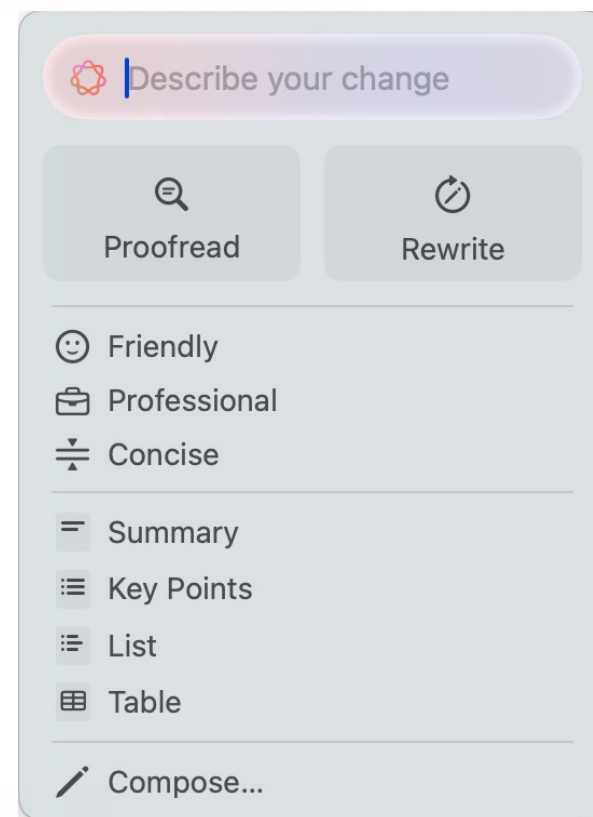
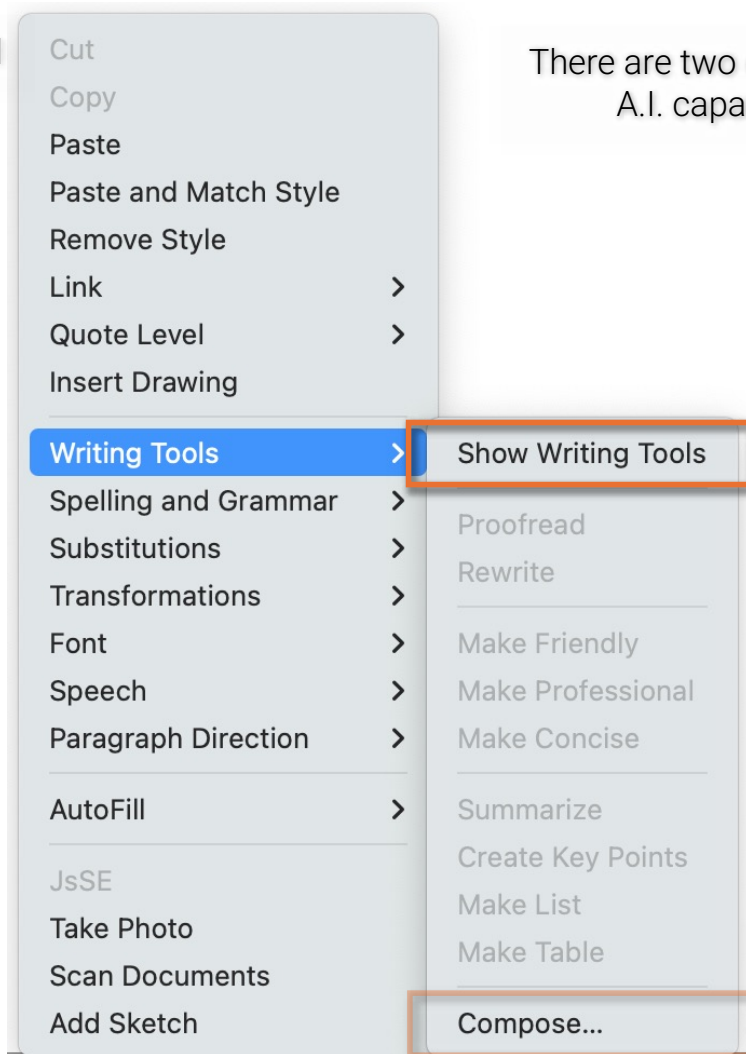
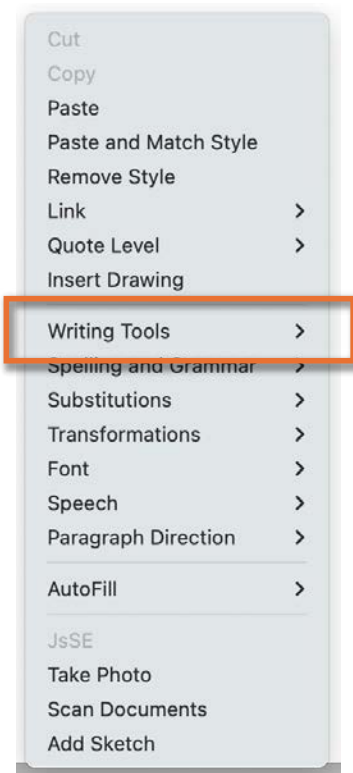


Apple Intelligence
'Writing Tools' in Apple Mail

Apple Intelligence
MacOS 15.2.x



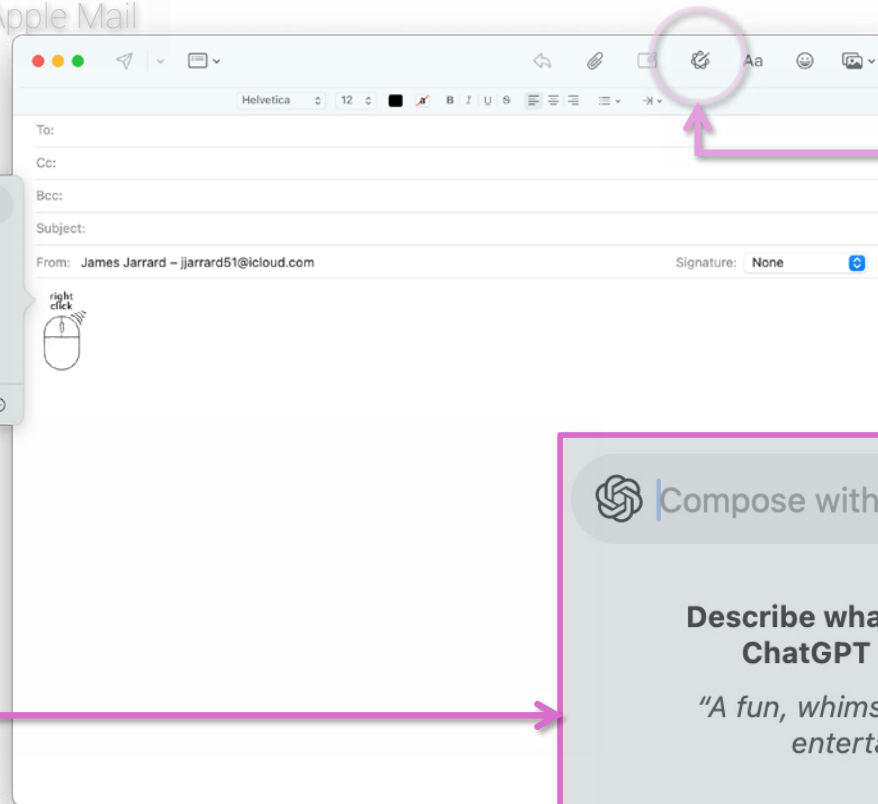
There are two or three steps to reach the
A.I. capabilities in Apple Mail.





Apple Intelligence
'Writing Tools' in Apple Mail

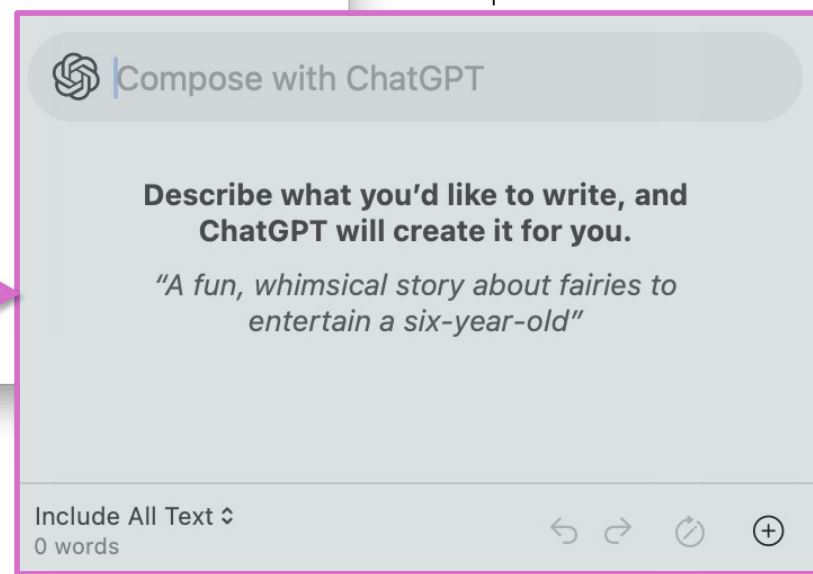
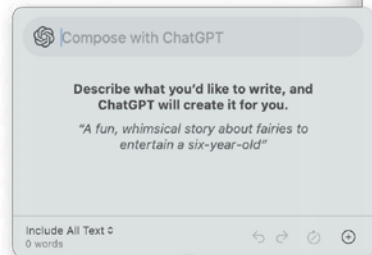
Apple Intelligence
MacOS 15.2.x



Note New Icon

Text-to-Text Prompt
Entered in this Box

Prompt Box



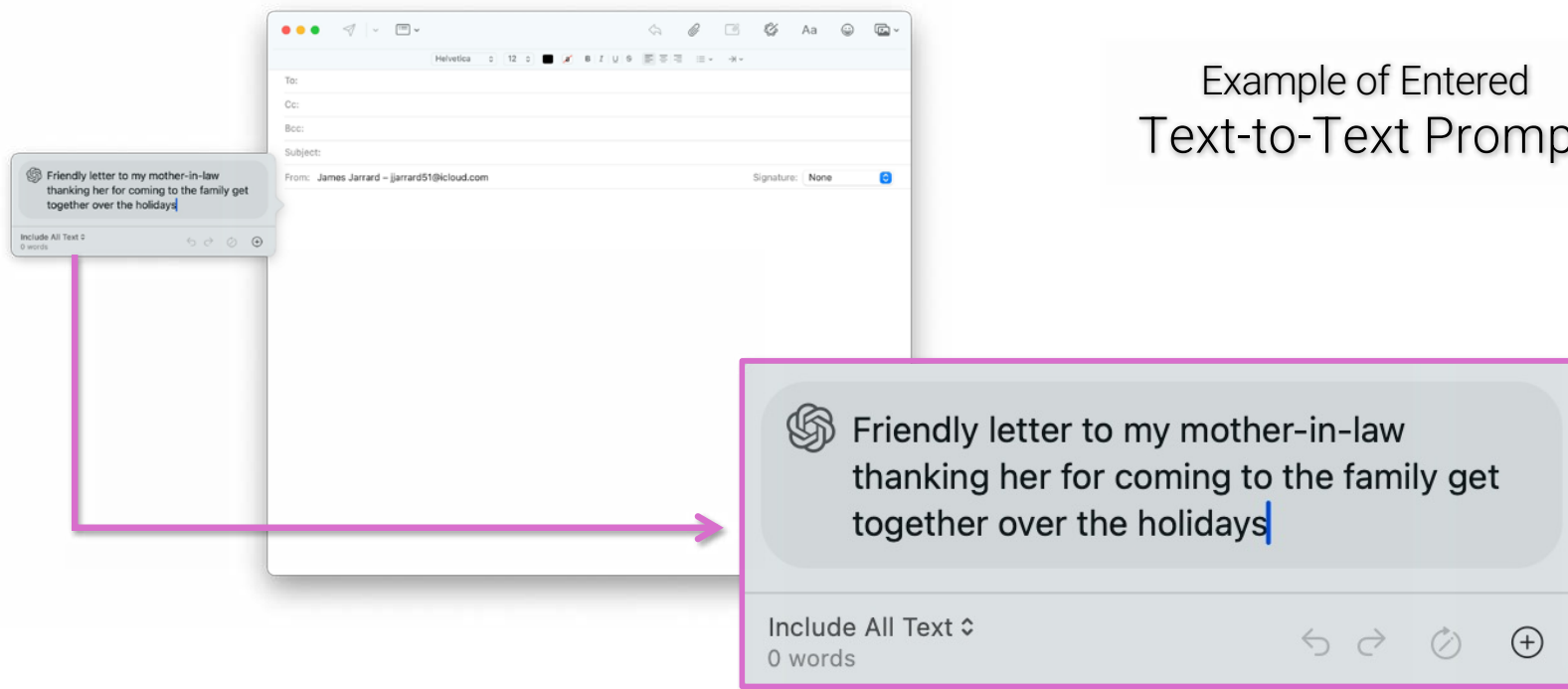


Apple Intelligence 'Writing Tools' in Apple Mail

Apple Intelligence
MacOS 15.2.x



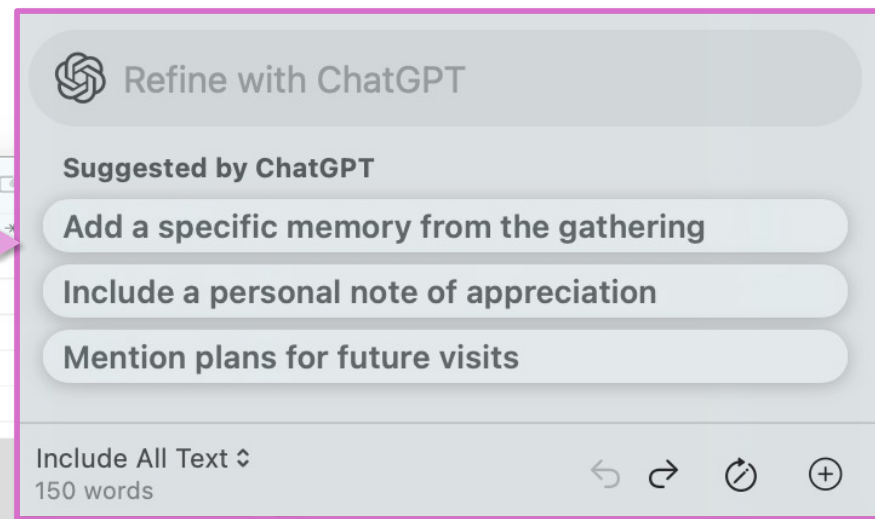
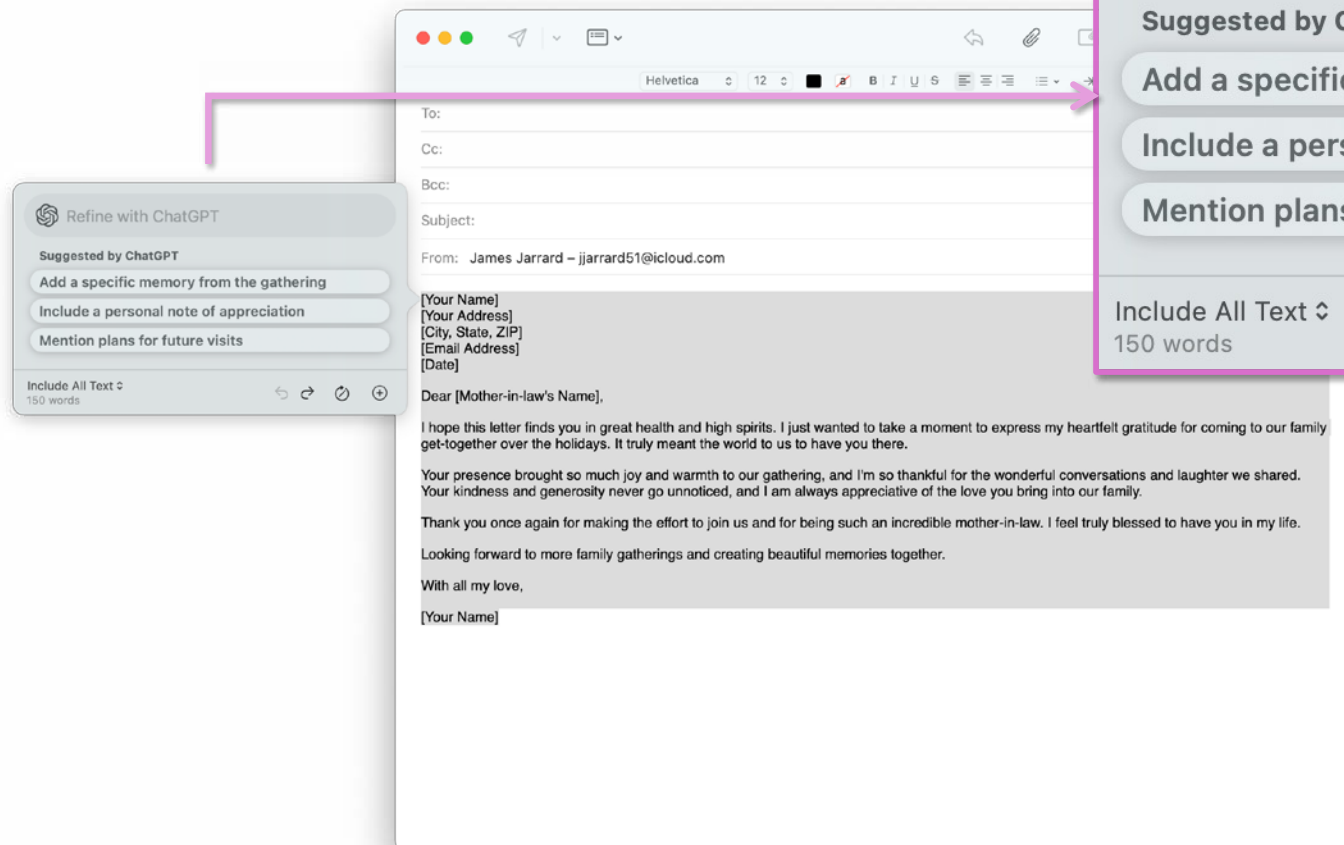
Example of Entered Text-to-Text Prompt





Apple Intelligence
'Writing Tools' in Apple Mail

Apple Intelligence
MacOS 15.2.x



Example of Processes in
Text-to-Text Prompt



Apple Intelligence

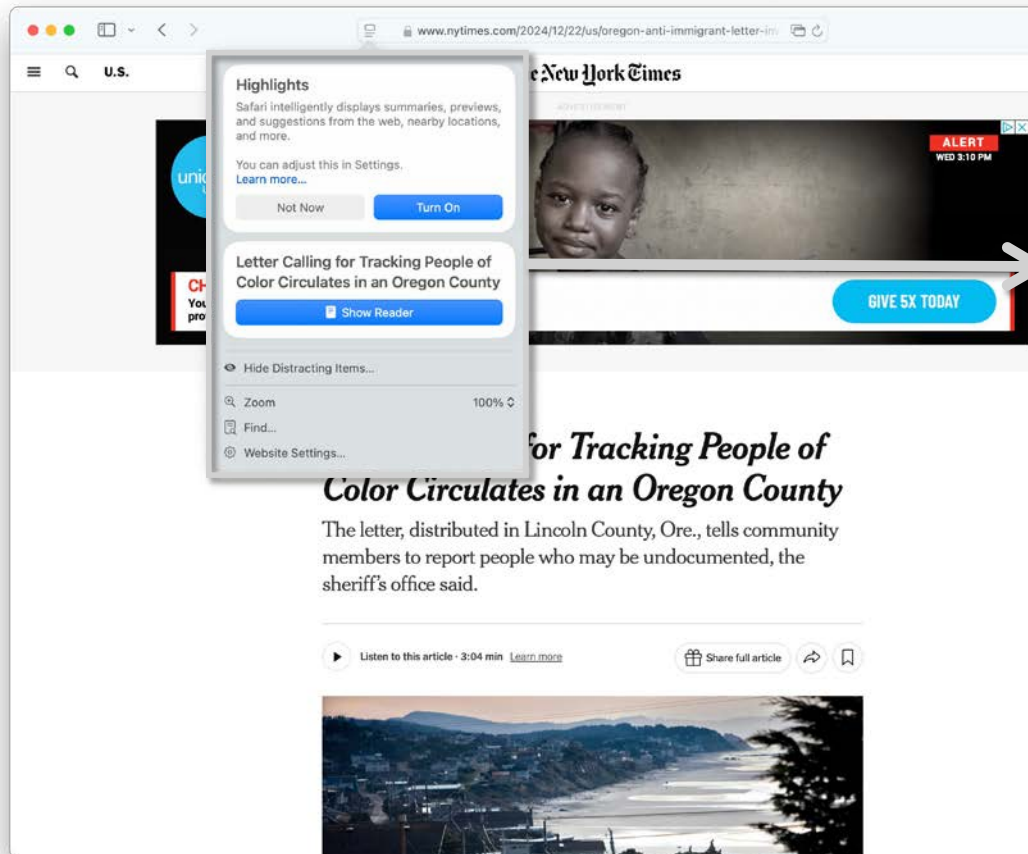
in

Apple Safari

Reader Mode w/ Summarize



In Safari Browser, notice “Reader” mode at top in address bar.



Highlights

Safari intelligently displays summaries, previews, and suggestions from the web, nearby locations, and more.

You can adjust this in Settings.

[Learn more...](#)

Not Now

Turn On

Letter Calling for Tracking People of Color Circulates in an Oregon County

Show Reader

Hide Distracting Items...

Zoom

100%

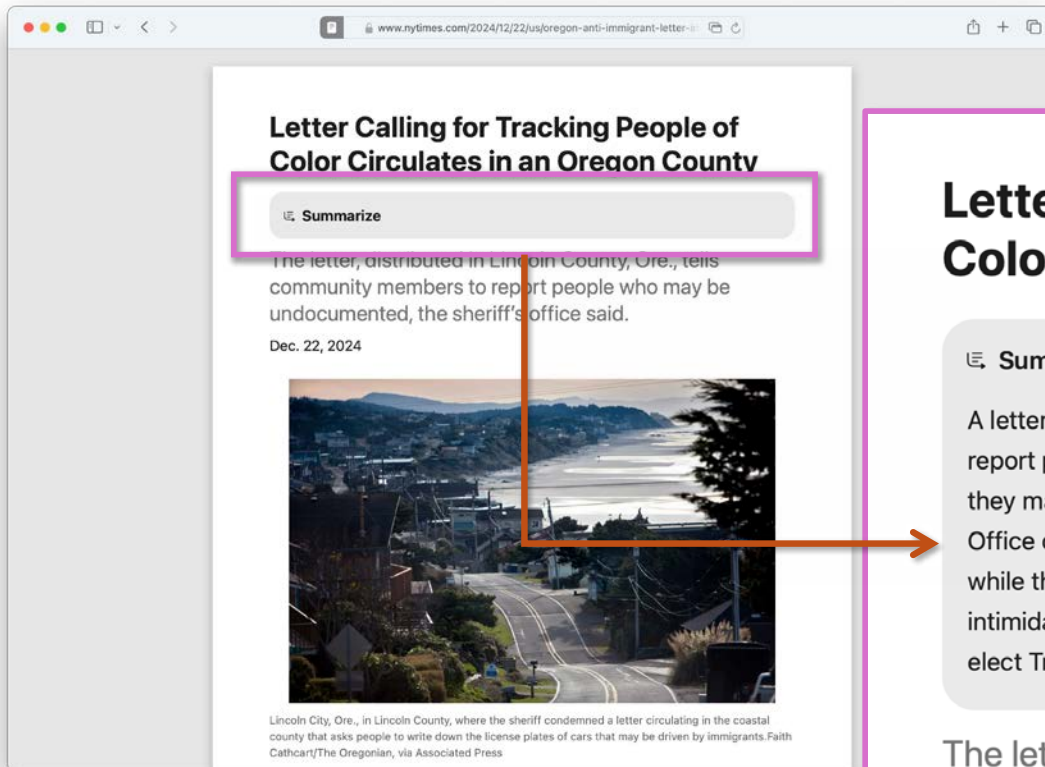
Find...

Website Settings...



Reader Mode

In Reader Mode, a webpage may be summarized as shown.



Letter Calling for Tracking People of Color Circulates in an Oregon County

Summary

A letter circulating in Lincoln County, Oregon, encourages residents to report people of color to the Department of Homeland Security, claiming they may be undocumented immigrants. The Lincoln County Sheriff's Office condemned the letter, stating it erodes trust and undermines safety, while the Oregon Attorney General also condemned the racist and intimidating campaign. The letter's distribution comes amidst President-elect Trump's promises to reduce immigration and increase deportations.

The letter, distributed in Lincoln County, Ore., tells community members to report people who may be undocumented, the sheriff's office said.

Dec. 22, 2024



Apple Intelligence

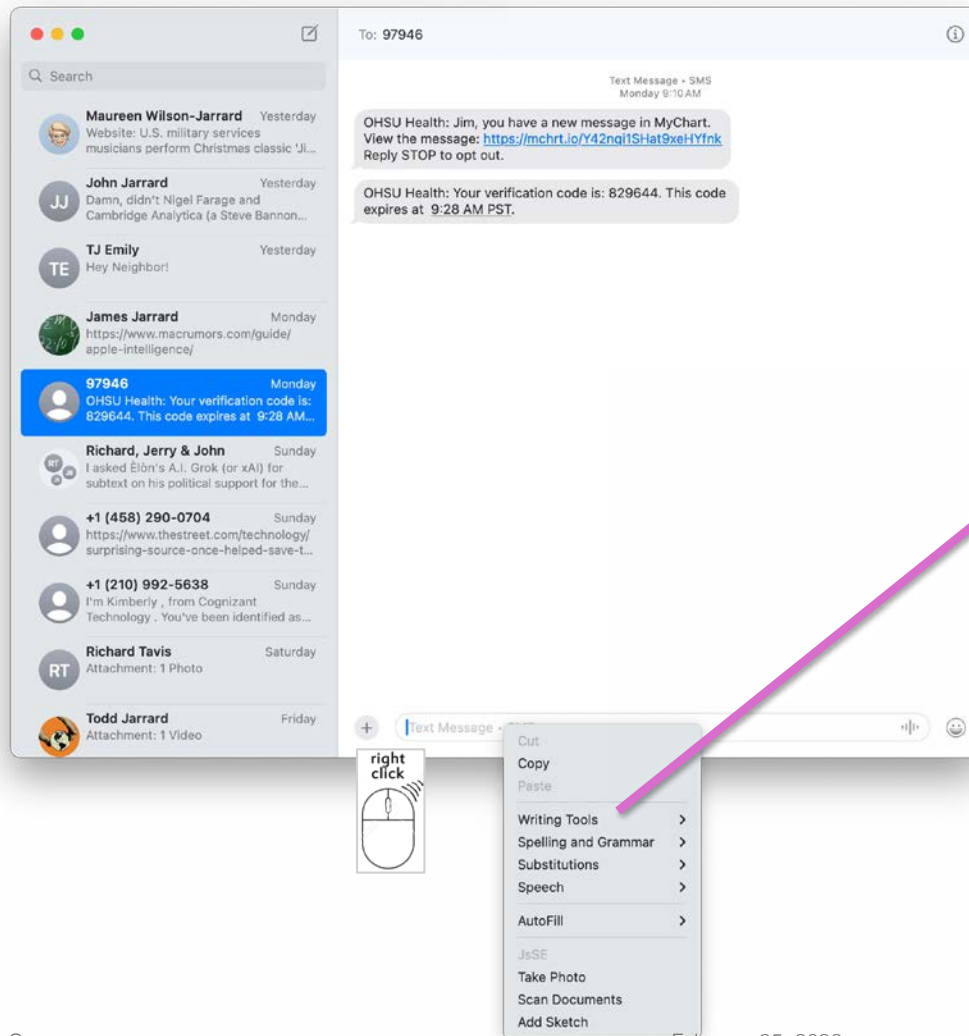
in

Apple Messages



Apple Intelligence 'Writing Tools' in Apple iMessage

Apple Intelligence
MacOS 15.2.x

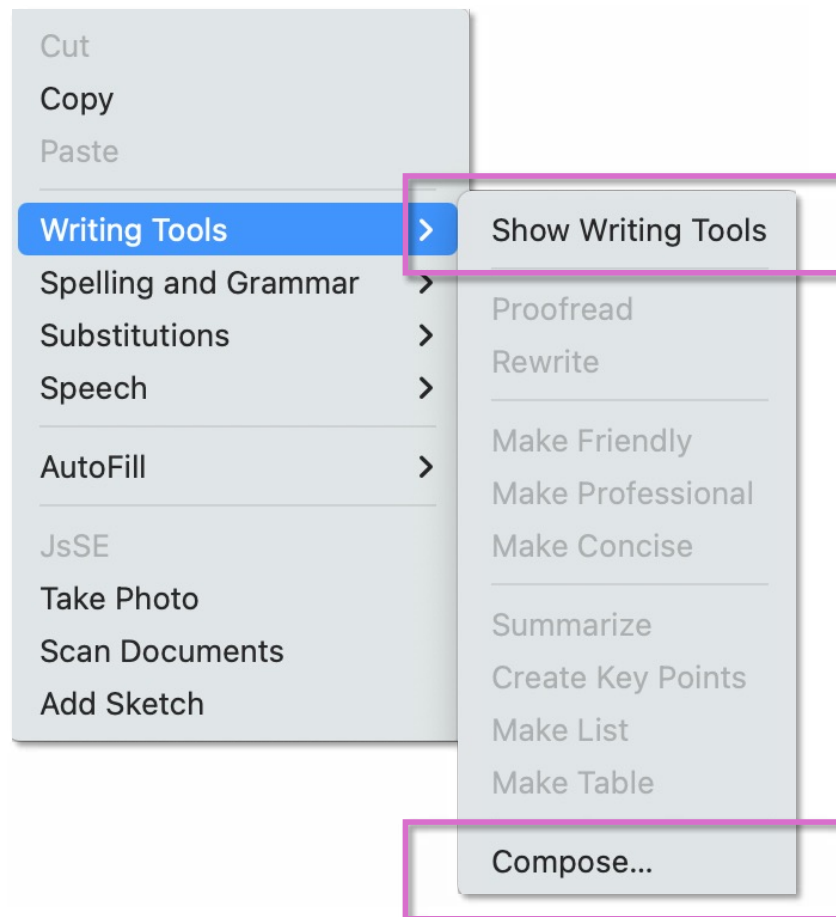
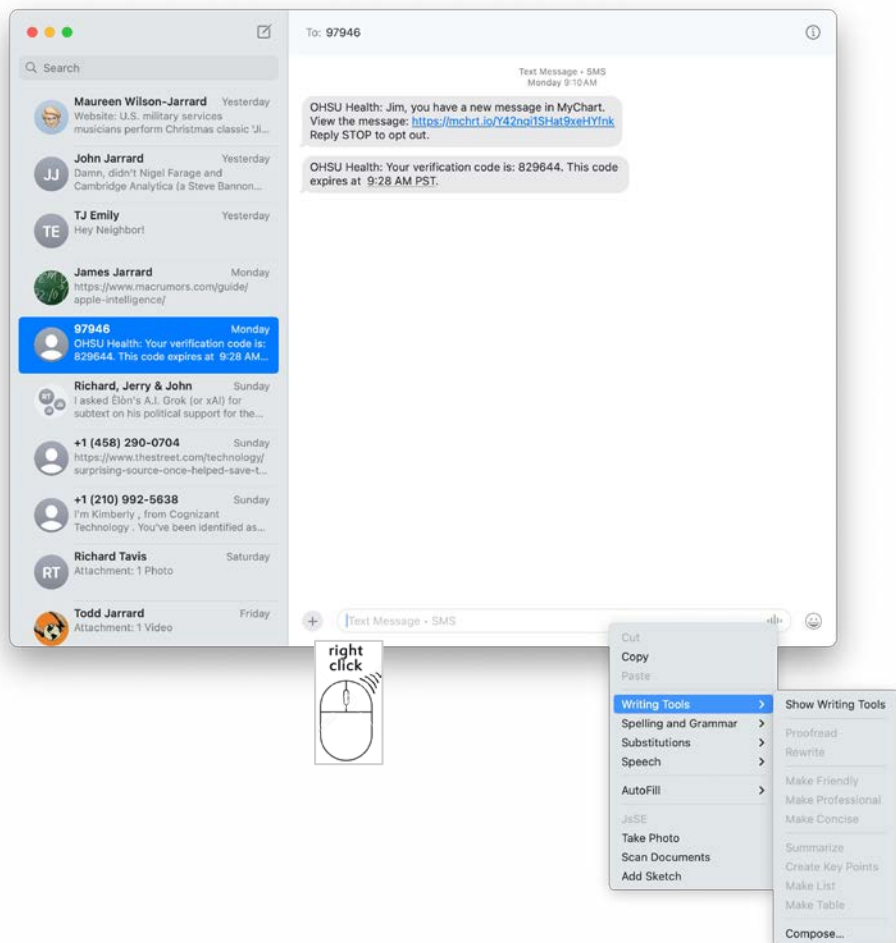


- Cut
- Copy
- Paste
- Writing Tools >
- Spelling and Grammar >
- Substitutions >
- Speech >
- AutoFill >
- JsSE
- Take Photo
- Scan Documents
- Add Sketch



Apple Intelligence 'Writing Tools' in Apple iMessage

Apple Intelligence
MacOS 15.2.x

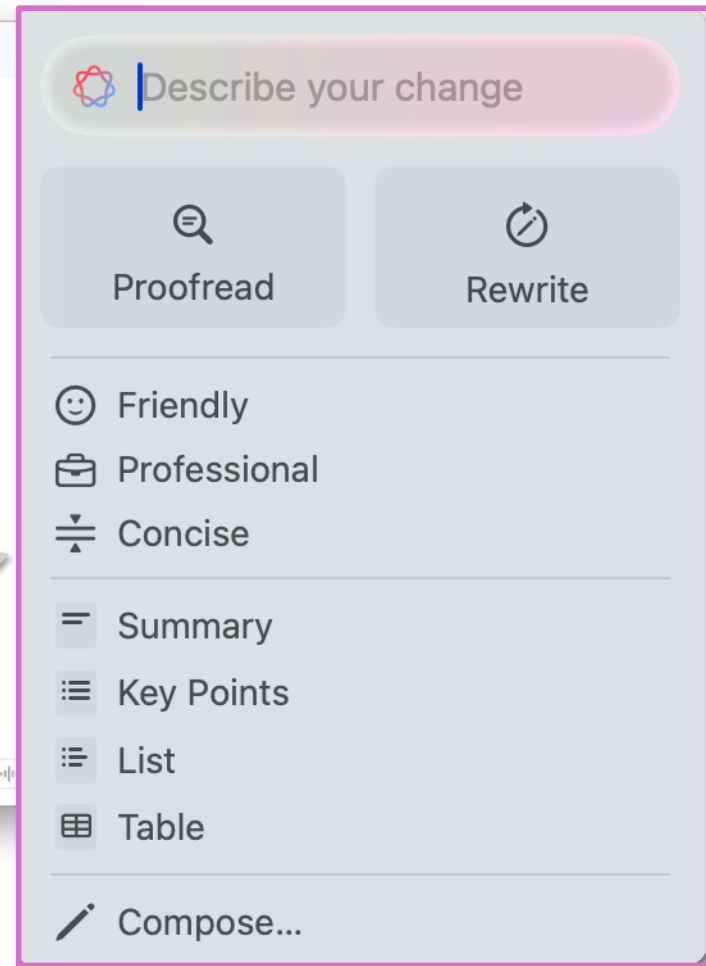
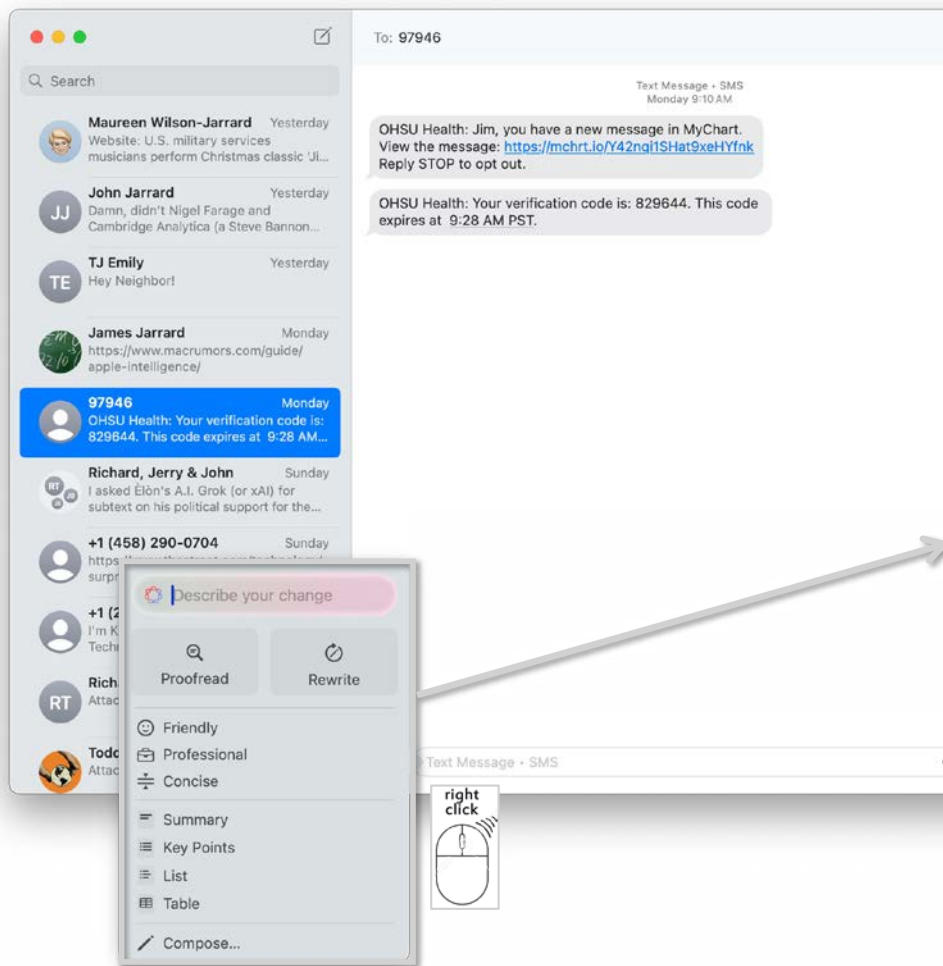




Apple Intelligence

'Writing Tools' in Apple iMessage

Apple Intelligence
MacOS 15.2.x





Apple Intelligence 'Writing Tools' in Apple iMessage



Enter Desired Prompt Information

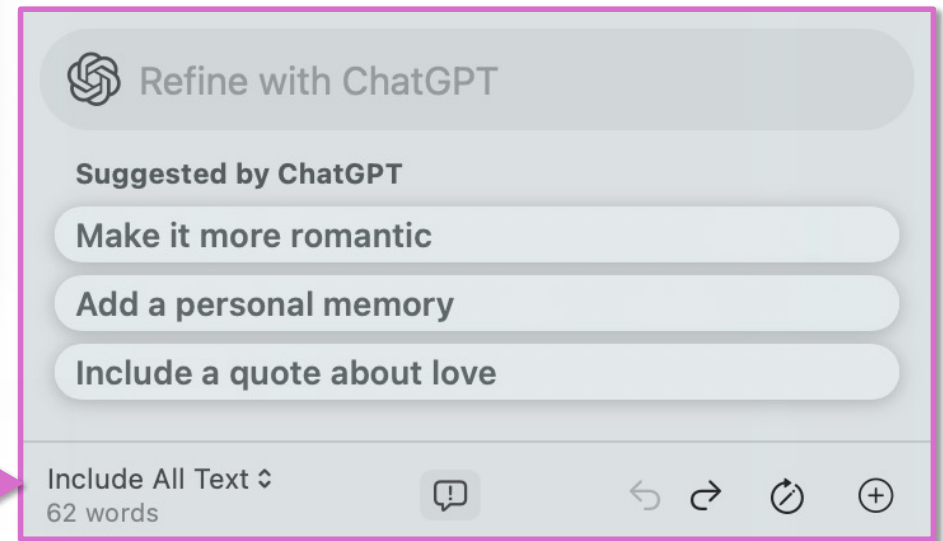
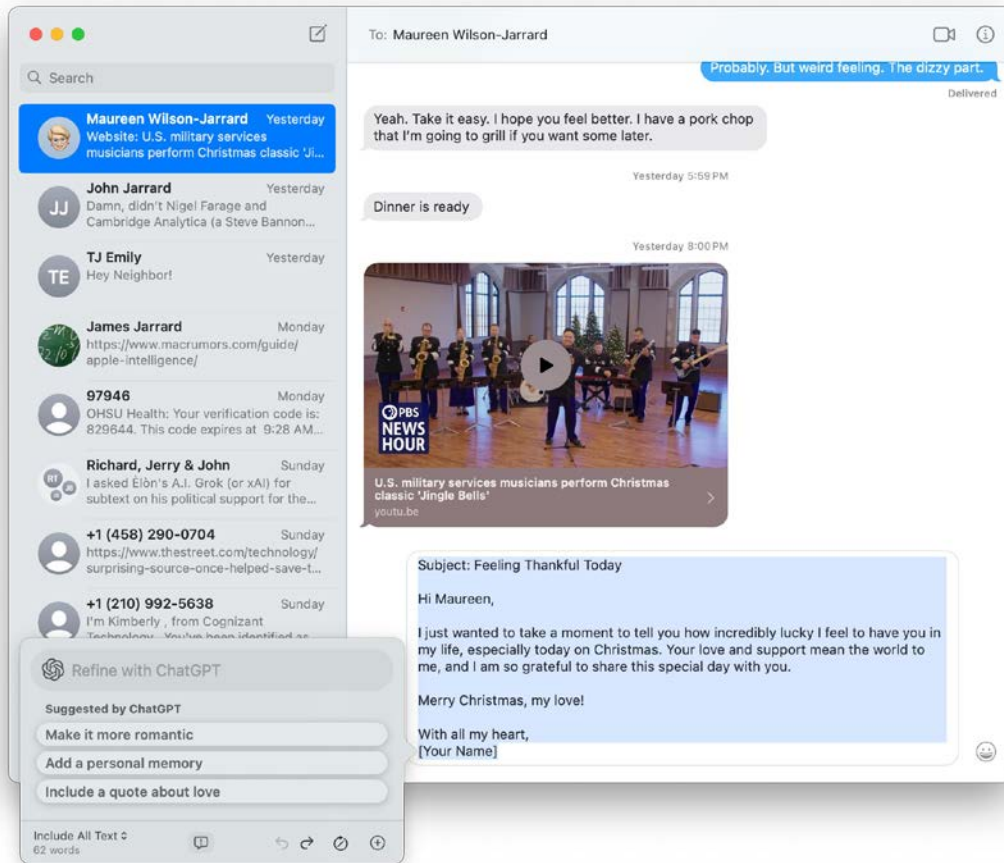
1 Send a quick message to my wife telling her how lucky I am, especially on this Christmas Day

Include All Text ▾
0 words

2 Send a quick message to my wife telling her h

A.I. Asks for Additional Information
ChatGPT is requesting additional details
wife's name

Ignore **Send**





Apple Intelligence

'Writing Tools' in Apple iMessage

Apple Intelligence
MacOS 15.2.x



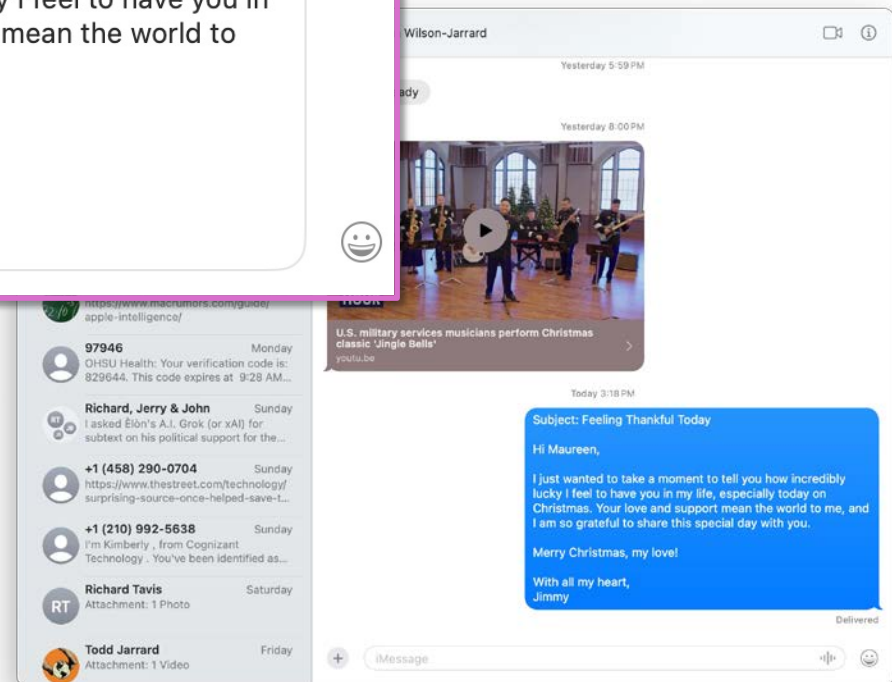
Subject: Feeling Thankful Today

Hi Maureen,

I just wanted to take a moment to tell you how incredibly lucky I feel to have you in my life, especially today on Christmas. Your love and support mean the world to me, and I am so grateful to share this special day with you.

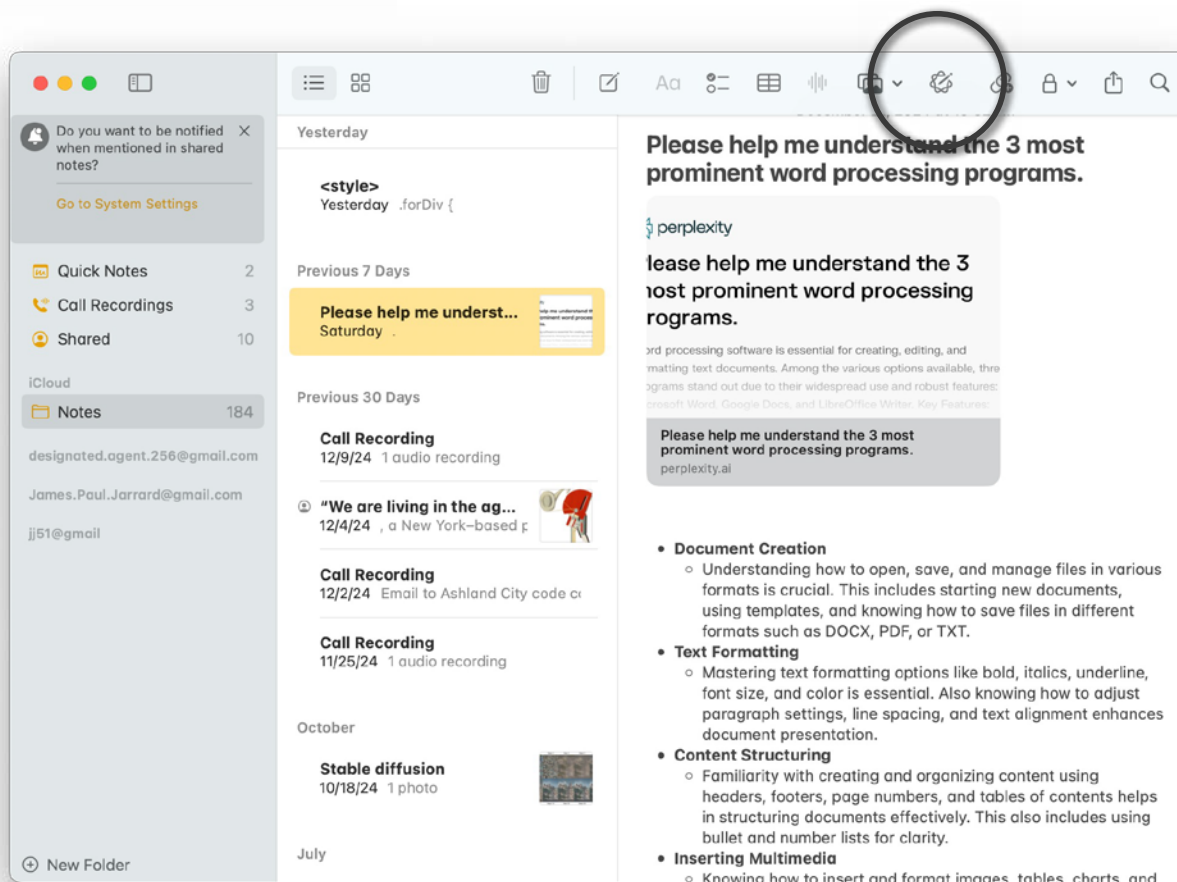
Merry Christmas, my love!

With all my heart,
Jimmy





Apple Intelligence in Apple Notes



The image shows a screenshot of the Apple Notes app interface. On the left, the sidebar displays a list of notes, including 'Quick Notes', 'Call Recordings', and 'Shared'. The main area shows a note titled 'Please help me understand the 3 most prominent word processing programs.' with a text input field containing the same text. A 'Writing Tools' menu is open, showing options like 'Proofread', 'Rewrite', 'Friendly', 'Professional', 'Concise', 'Summary', 'Key Points', 'List', 'Table', and 'Compose...'. A large, semi-transparent 'Describe your change' dialog box is overlaid on the right, with a purple header and buttons for 'Proofread' and 'Rewrite'. An arrow points from the 'Describe your change' dialog to the text input field. The Apple Intelligence logo is visible in the top right corner.

Describe your change

Proofread Rewrite

Friendly Professional Concise

Summary Key Points List Table

Compose...

Please help me understand the 3 most prominent word processing programs.

perplexity

Please help me understand the 3 most prominent word processing programs.

Document Creation

- Understanding how to open, save, and manage files in various formats is crucial. This includes starting new documents, using templates, and knowing how to save files in different formats such as DOCX, PDF, or TXT.

Text Formatting

- Mastering text formatting options like bold, italics, underline, font size, and color is essential. Also knowing how to adjust paragraph settings, line spacing, and text alignment enhances document presentation.

Content Structuring

- Familiarity with creating and organizing content using headers, footers, page numbers, and tables of contents helps in structuring documents effectively. This also includes using bullet and number lists for clarity.

Inserting Multimedia

- Knowing how to insert and format images, tables, charts, and



Activating Apple Intelligence

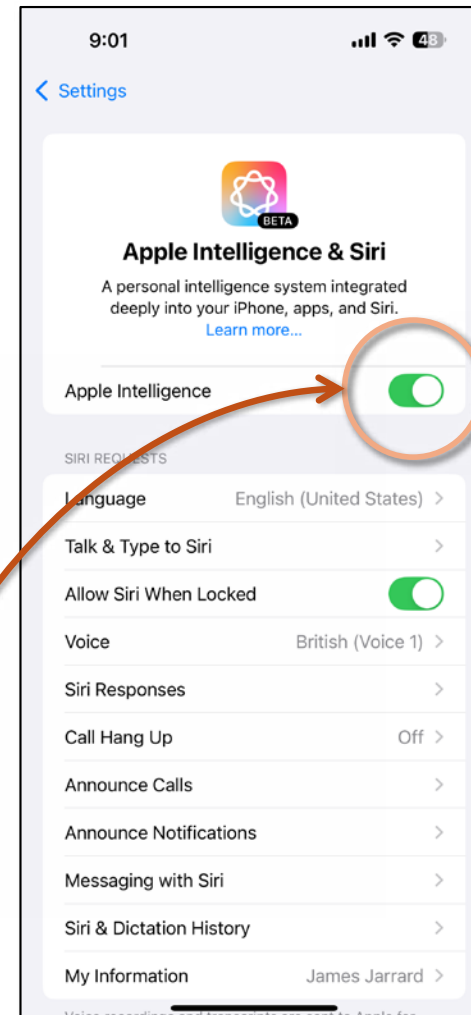
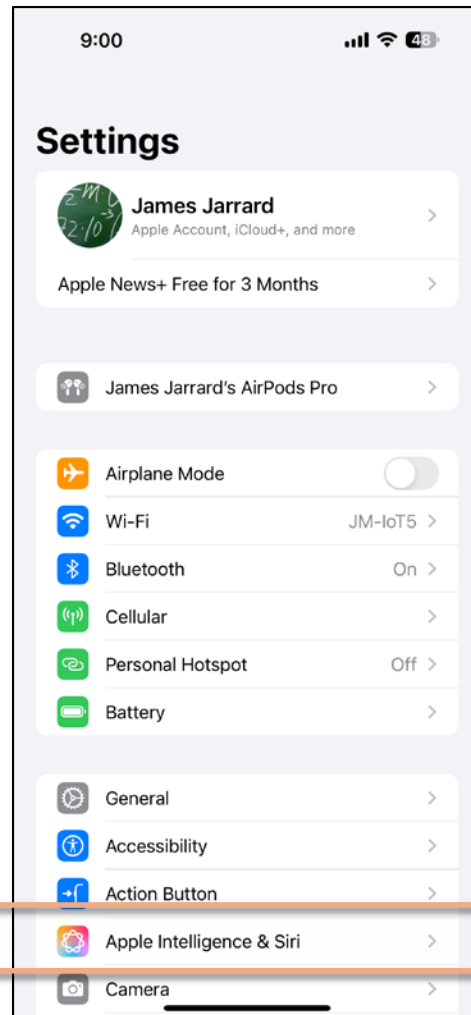
Setup & Connecting to ChatGPT

iPhone iOS version **18.2** and greater is needed to use Apple Intelligence.

These versions add an item to Settings menu on newer iPhones (iPhone 15 Pro Max and newer).

This new item is highlighted in items to the right.

*

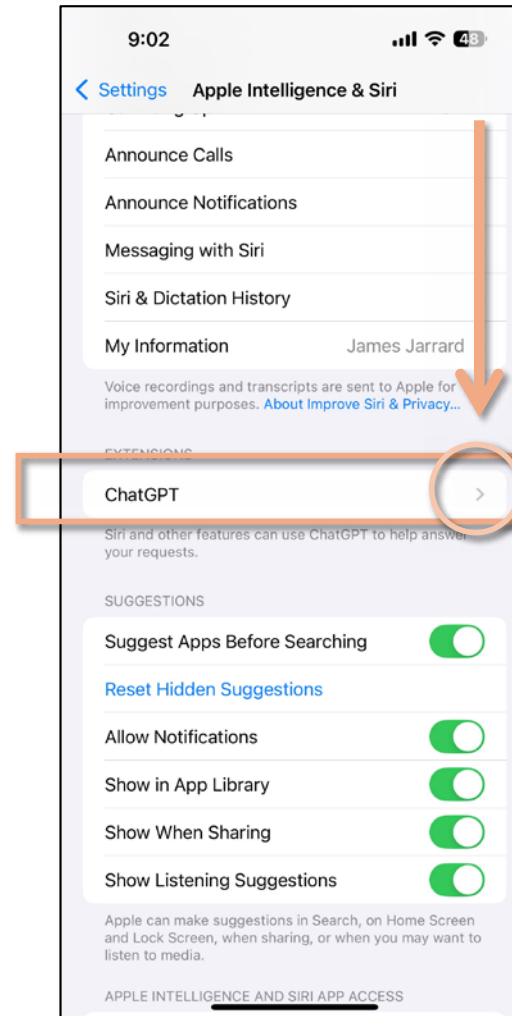


Move to the 'On' position

from previous page



Scroll Down



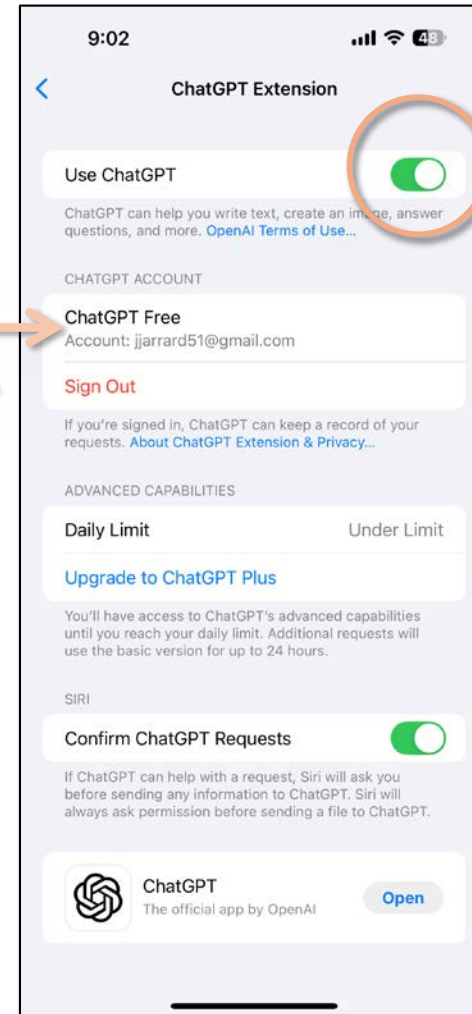
This item when clicked or tapped leads to the ChatGPT login pages.

The example to the right shows a logged in user (to ChatGPT) on an iPhone 15pro Max.

Note that this user is logged into the free version of ChatGPT. Note the logout option.

Also shown is the 'Daily Limit' imposed by OpenAI/ChatGPT on the number of prompts/queries the user may submit.

Notice also the 'upsell' option on this page.



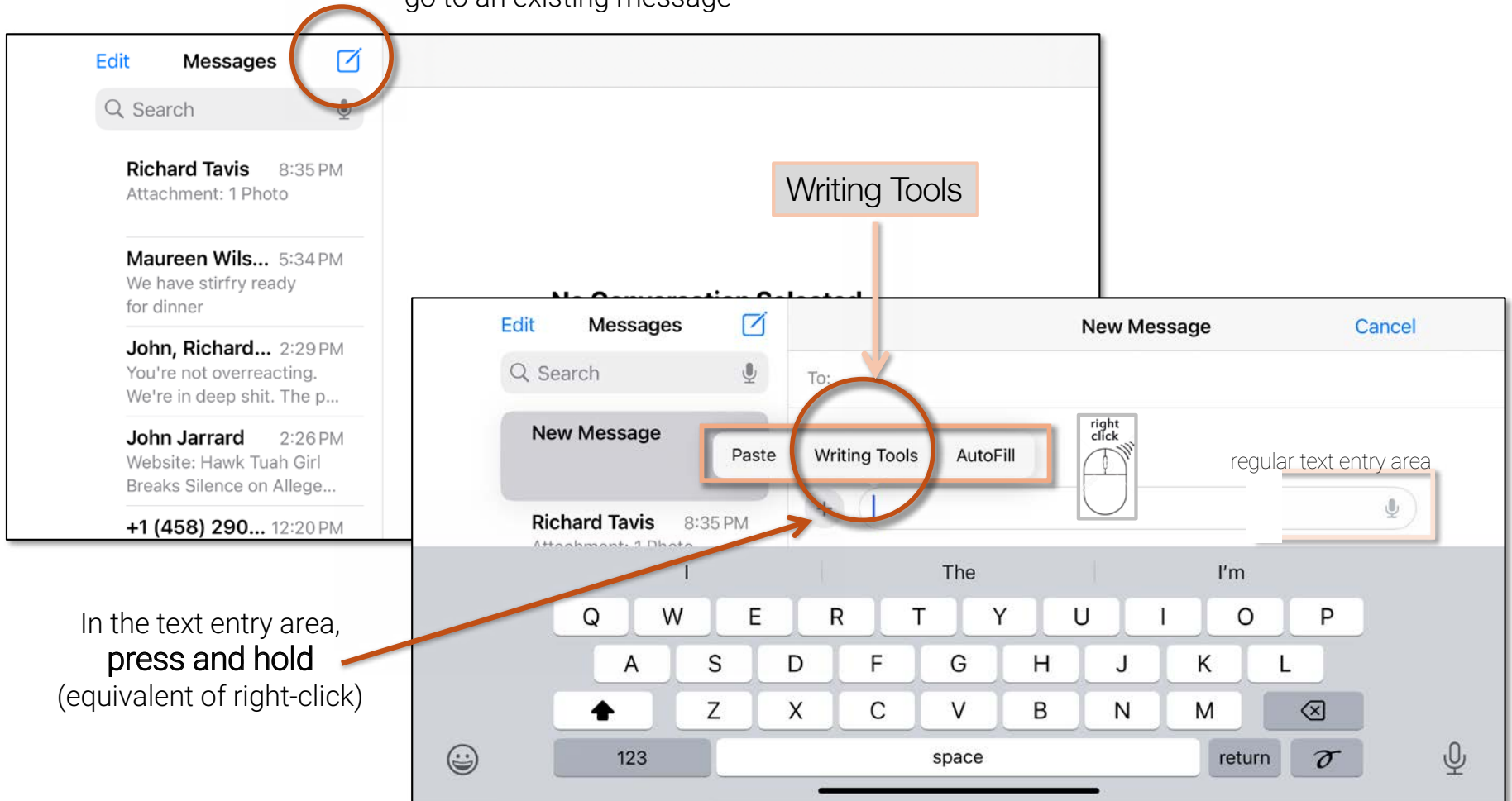


Apple Intelligence

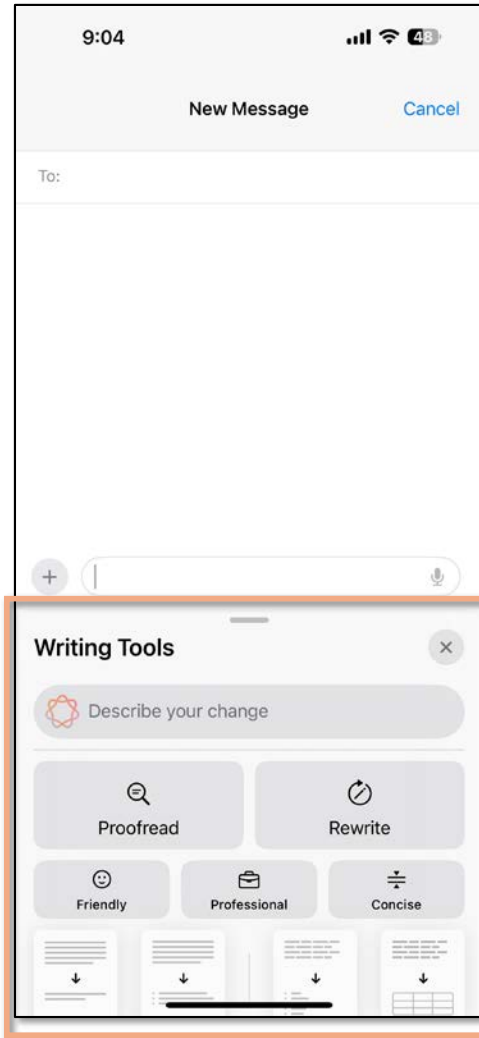
in Apple iMessage with ChatGPT



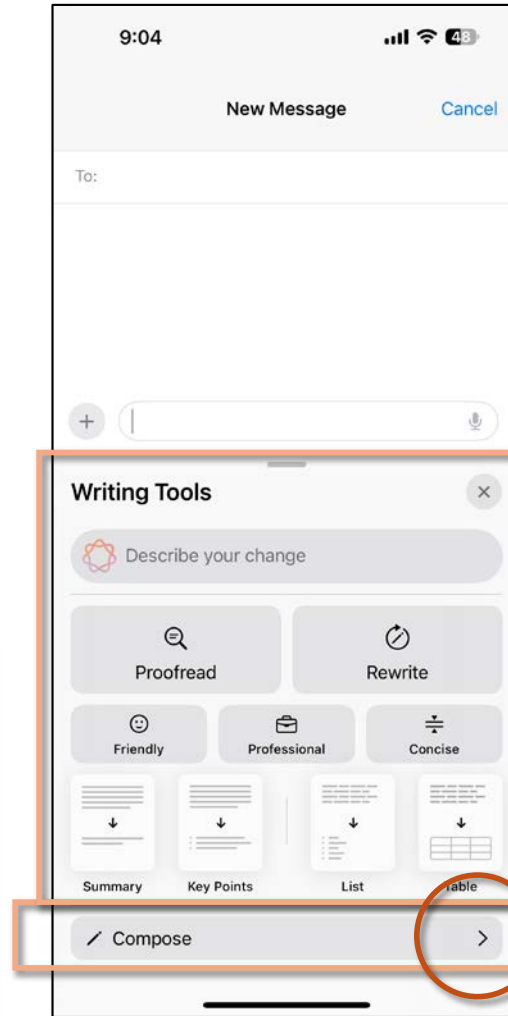
In Apple iMessage, start a new message, or go to an existing message



In the text entry area,
press and hold
(equivalent of right-click)

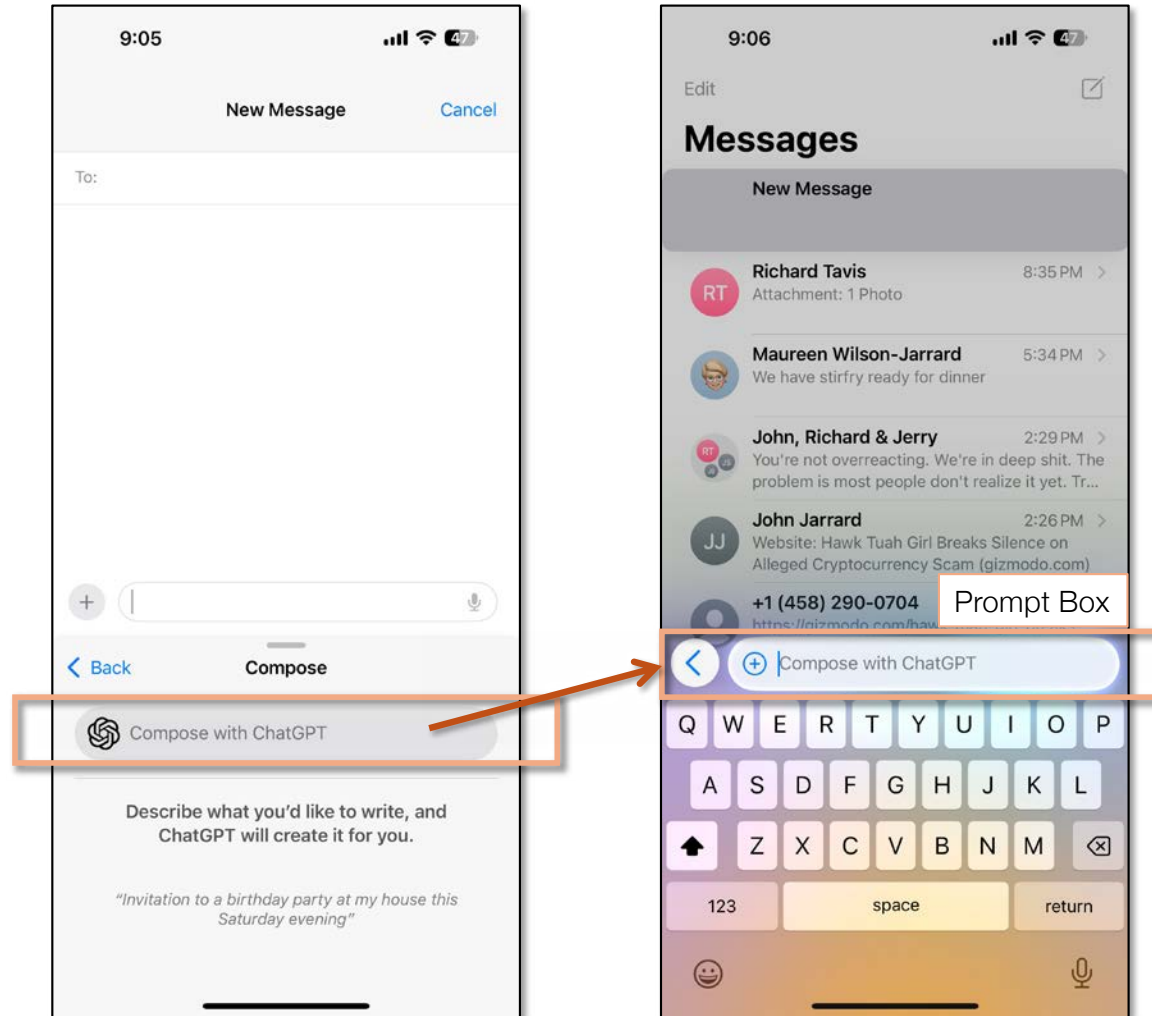


Scroll Down



Tap on the 'Compose' arrow (shown below) to move to the Prompt Box for creating an iMessage





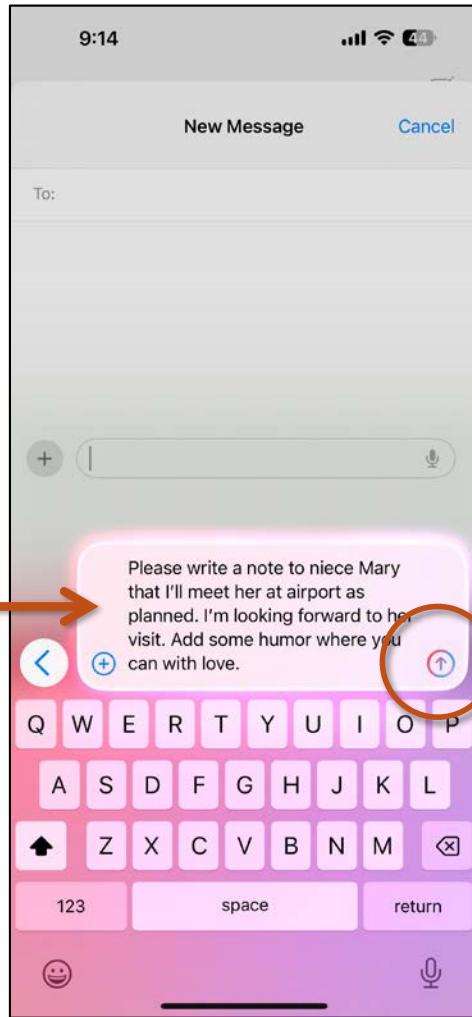
Notice how Apple's use of ChatGPT is called "Compose".

This may also be called the 'Prompt' for desired message text.

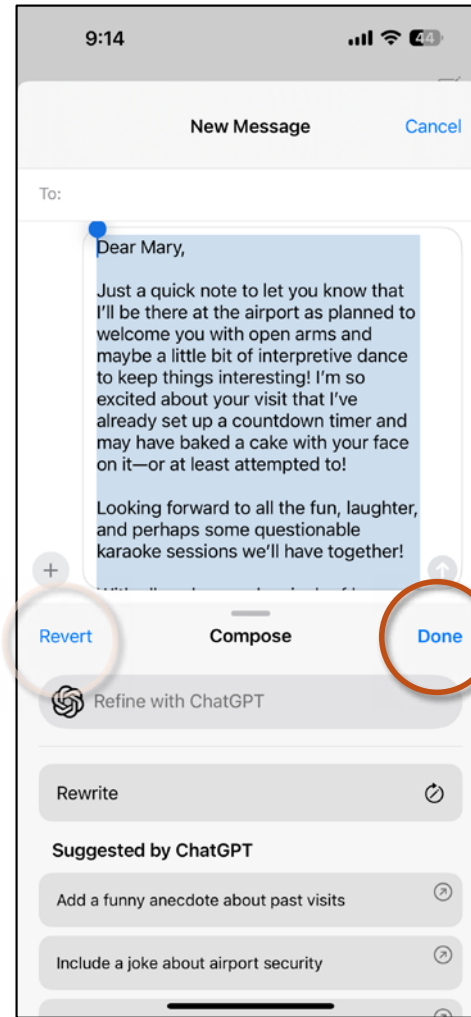


1

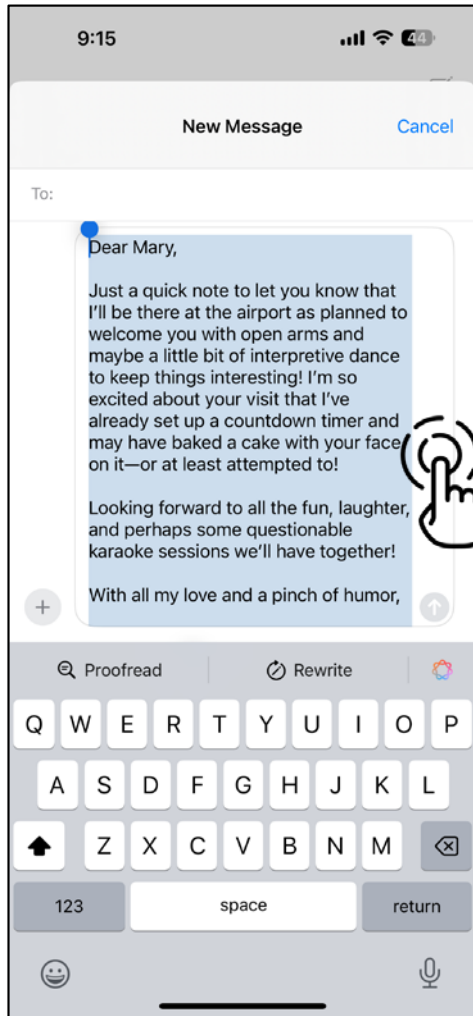
Enter Desired
Inference Prompt



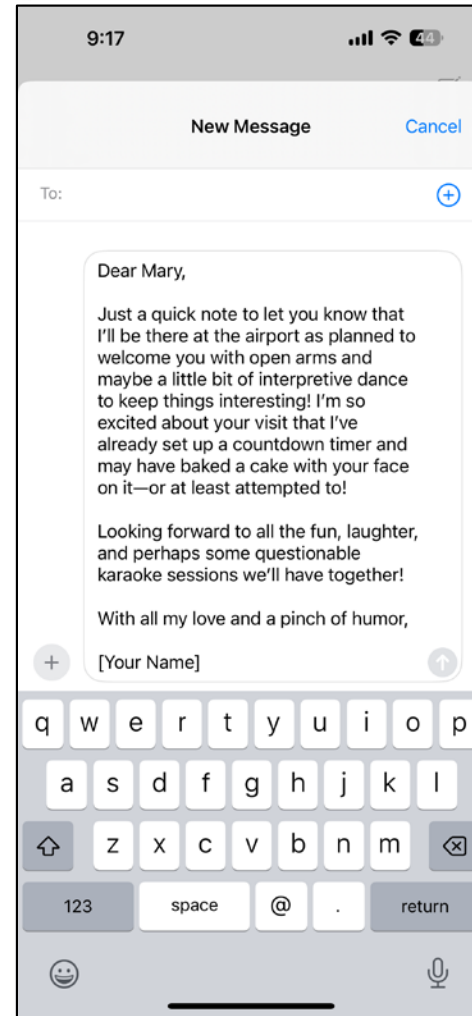
2



3



Tap a few times to make text generating highlight to go away



Revise as Necessary

Caution:

Most A.I. generated text needs to be reread and revised. This point cannot be over-emphasized.



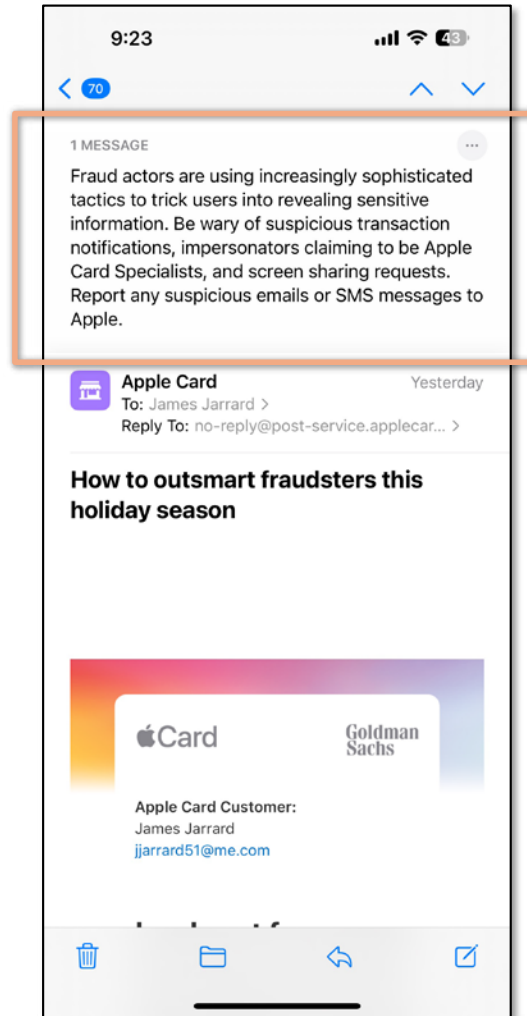
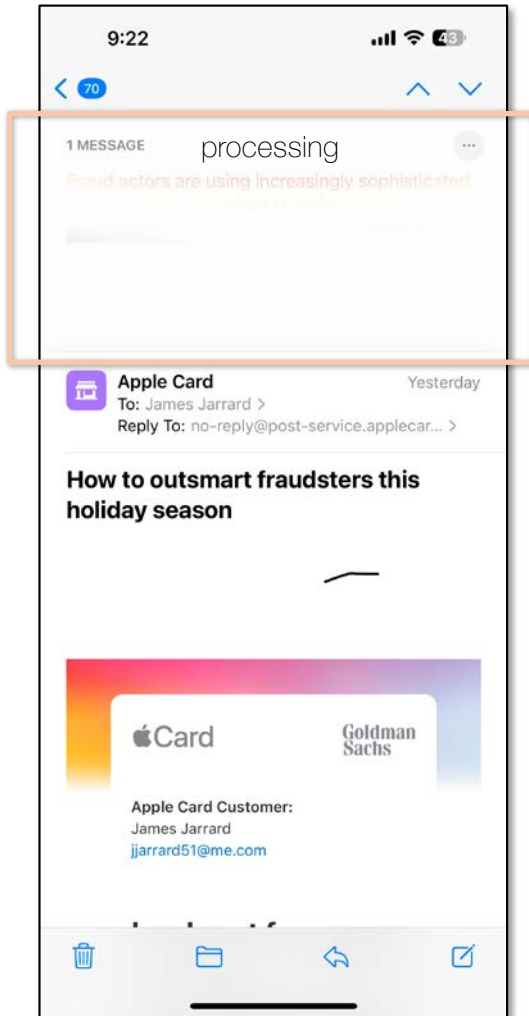
Apple Intelligence

Summarize Email with ChatGPT



In an email once Apple Intelligence is turn on, open a message.

Note the Summarize button at the top right of the message.



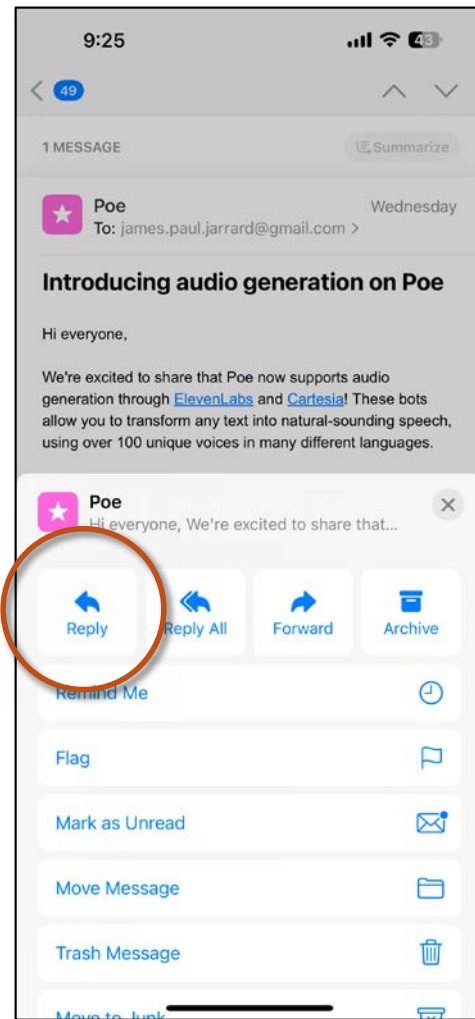
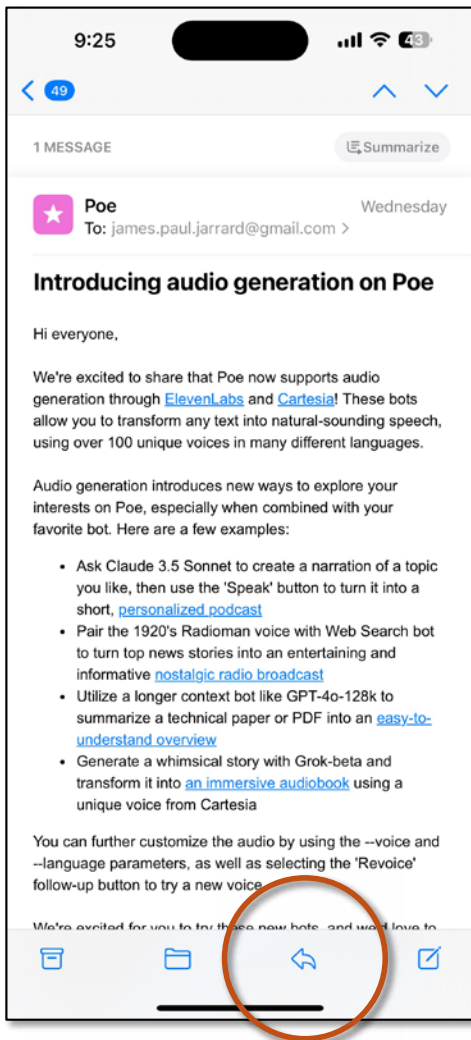
After tapping the 'Summarize' button, it takes a few moments of processing. This processing is shown here on the far left.

After a few moments, a summary of the email appears at the top of the email.



Apple Intelligence

Respond to an Email with ChatGPT



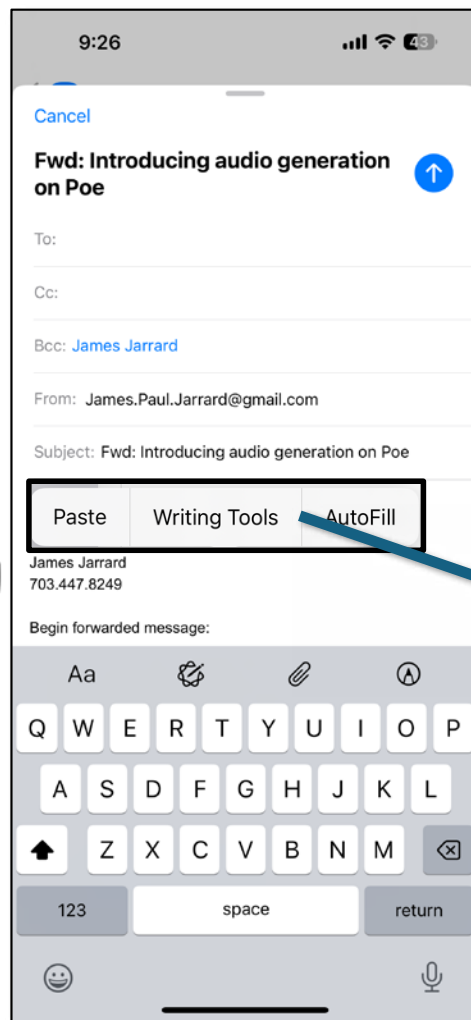
Apple Intelligence text generation is available within a response to an email.

The taps necessary to begin a response to an email are shown at the left.

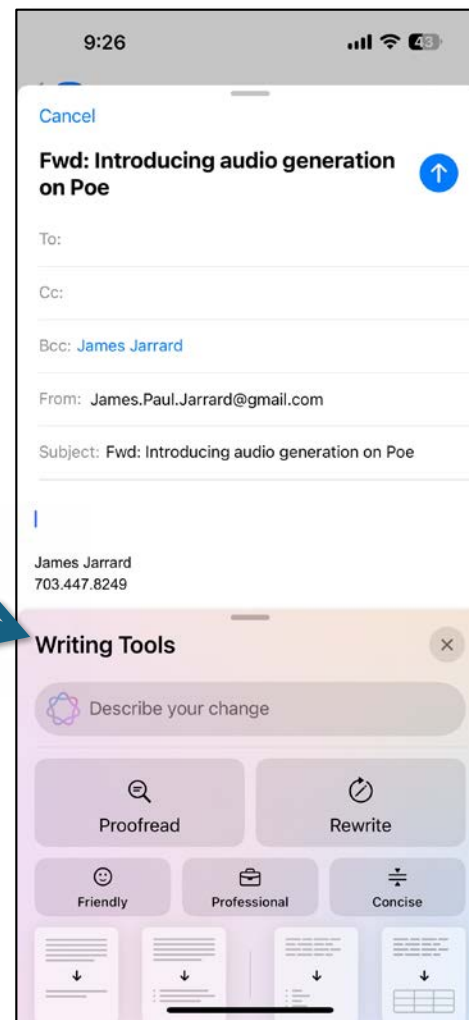


Tap and hold for the 'context menu' to appear.

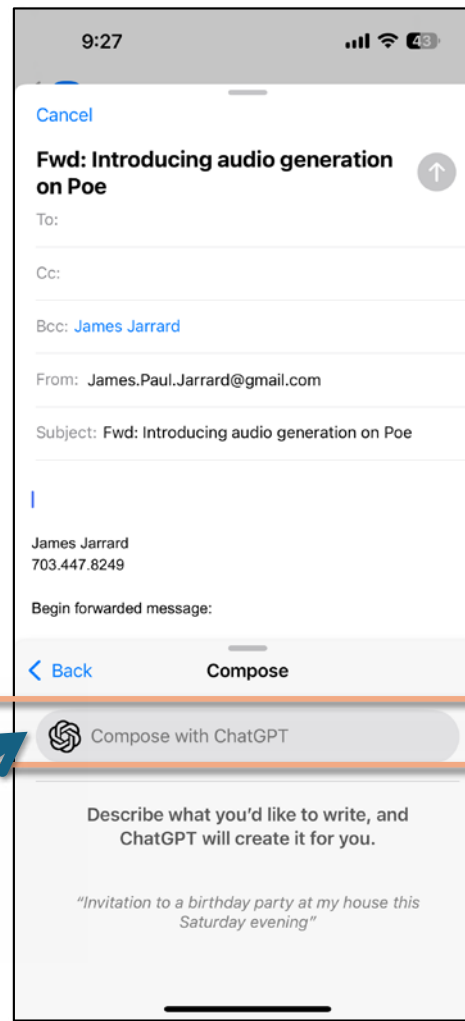
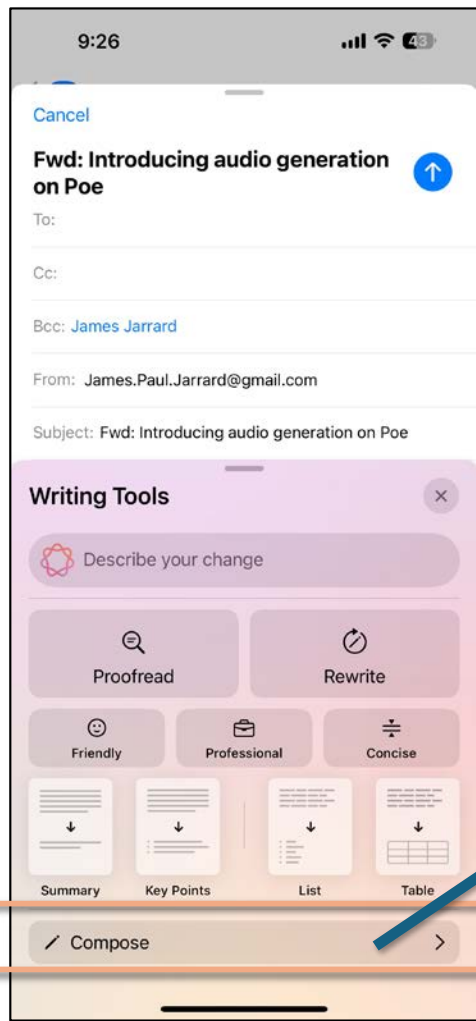
This is a similar menu to a right-click on a desktop/laptop computer



©Talks with Crows



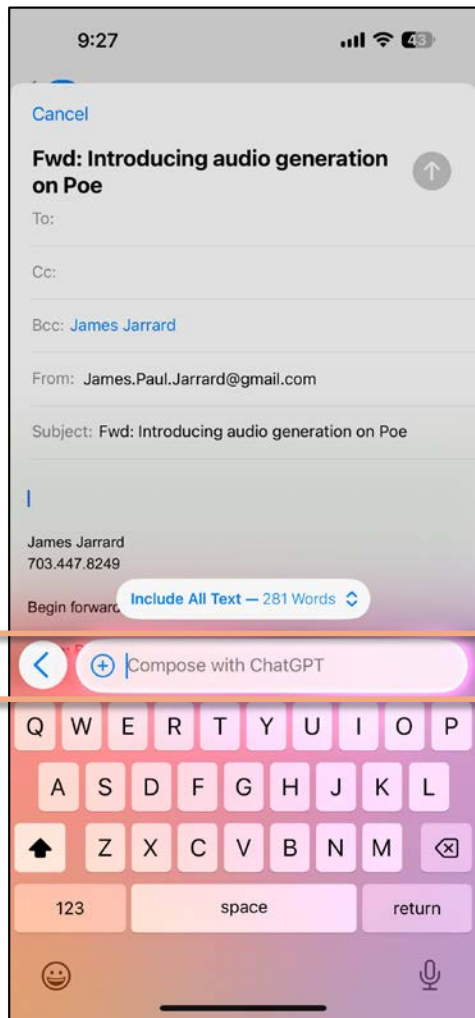
Scroll Down



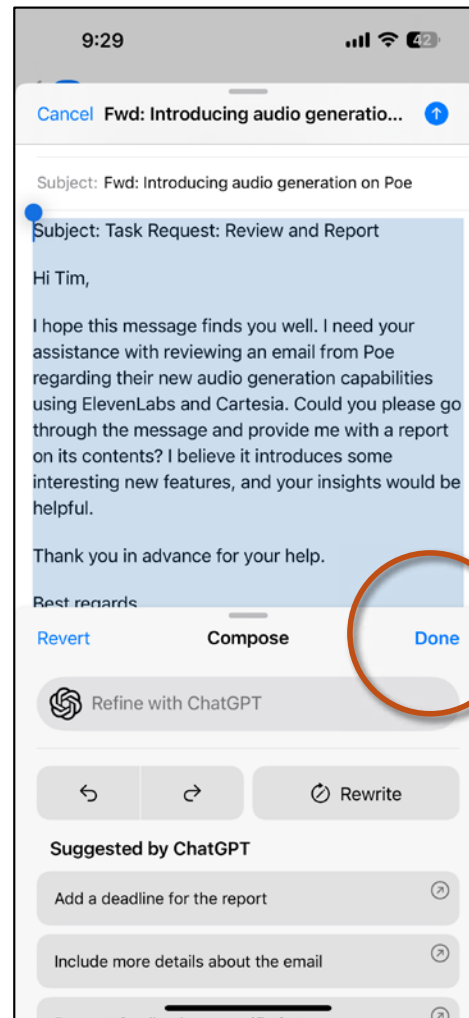
It appears as if the A.I. does not know or understand the context of the email when responding.

It is up to the user to ensure a meaningful response to the email.

Prompt Box



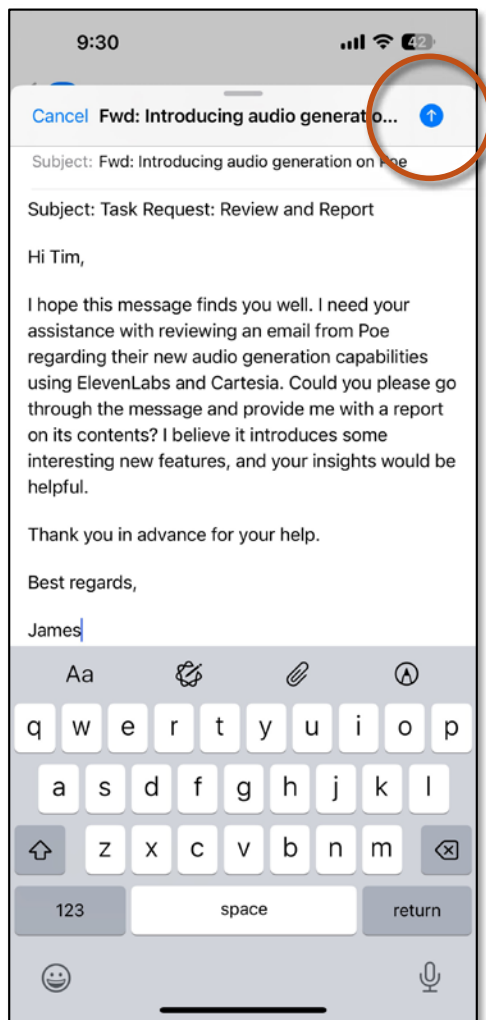
Prompt Box



After tapping Done (or 'Revert') the message needs to be read carefully before tapping the send button.

It is imperative that the user read and reread messages and text generated by A.I.

Although A.I.s are improving their capabilities, they still often make errors and inaccurate assumptions.



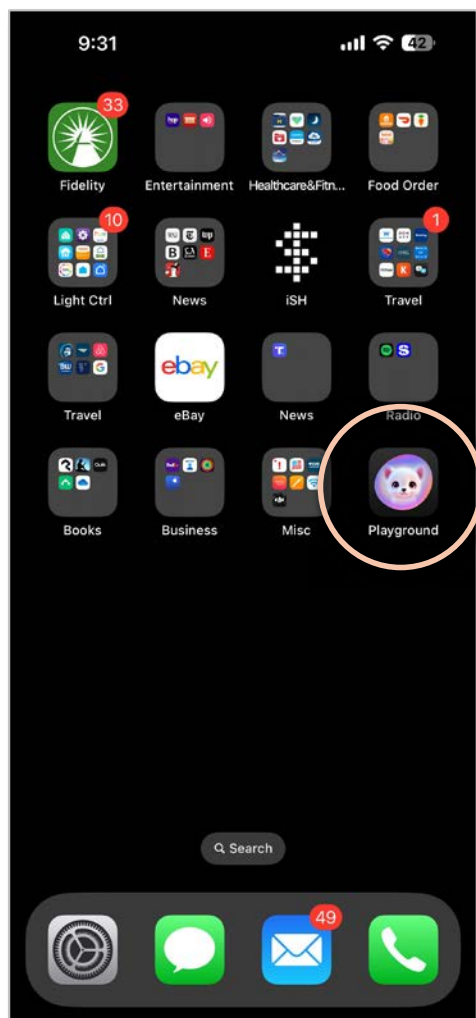
Before tapping the 'Send' button it is imperative that the user read and reread messages and text generated by A.I.

Although A.I.s are improving their capabilities, they still often make errors and inaccurate assumptions.



Apple Intelligence

Image “Playground”

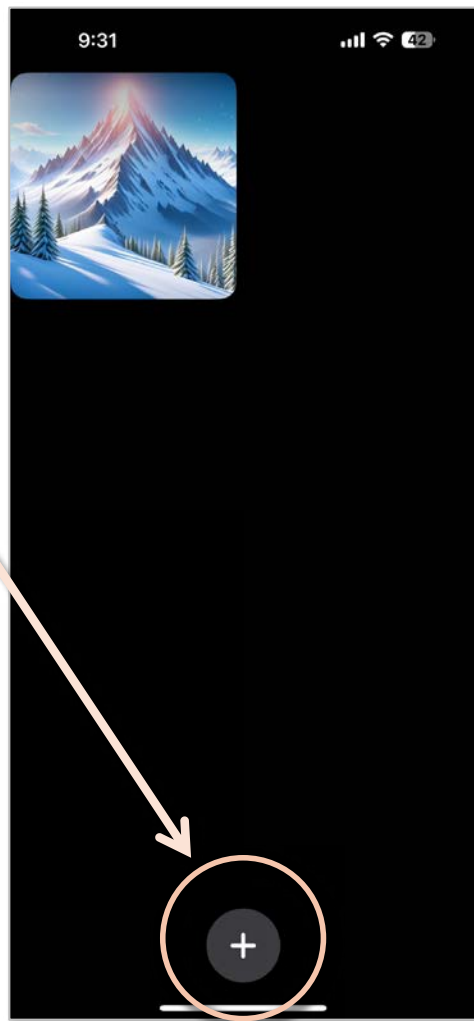


The Apple Intelligence 'Image Playground' intends to be a serious image generator. This is besides the point of their icon indicating this application.

Image generation in other Apple iPhone and computer applications (i.e., Notes, Pages) works in complementary manner with Image Playground.



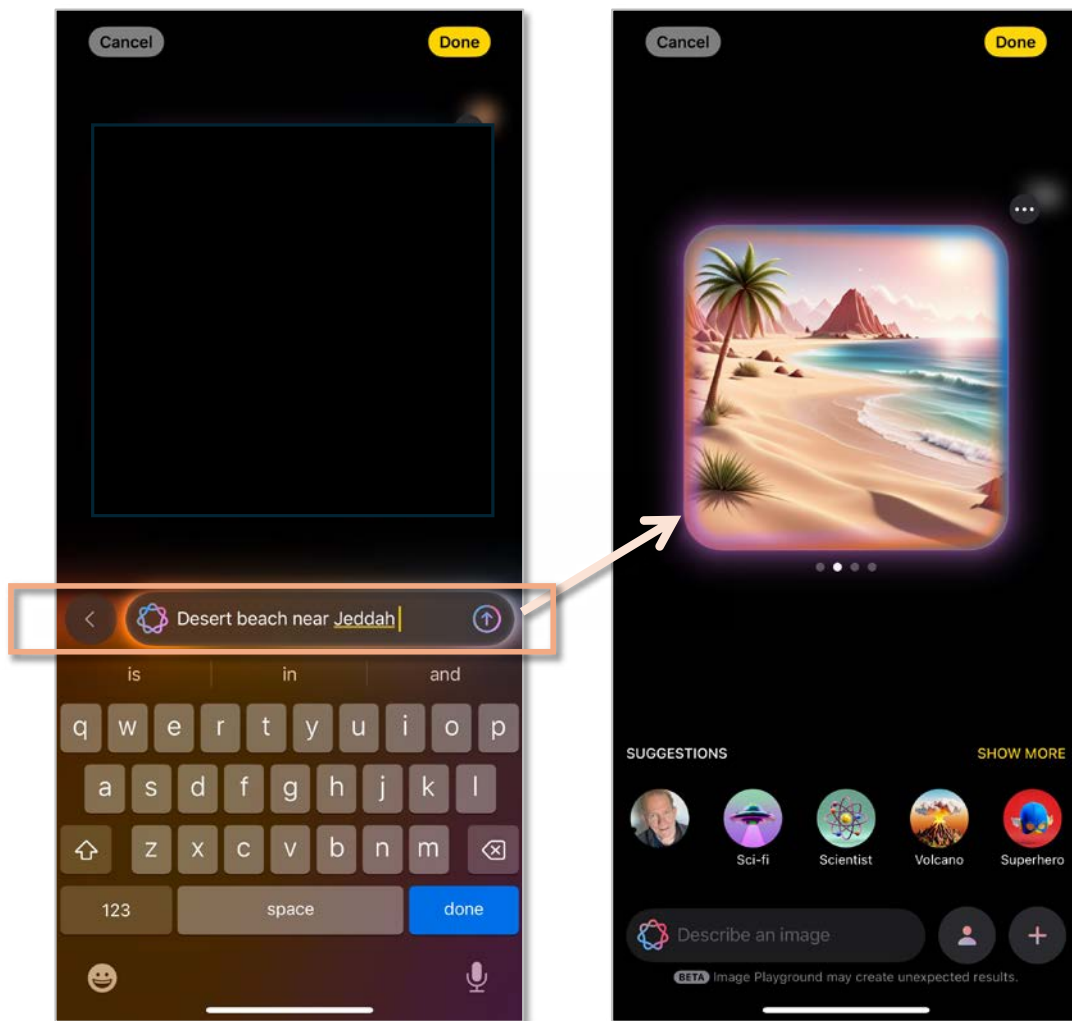
Start a New Image

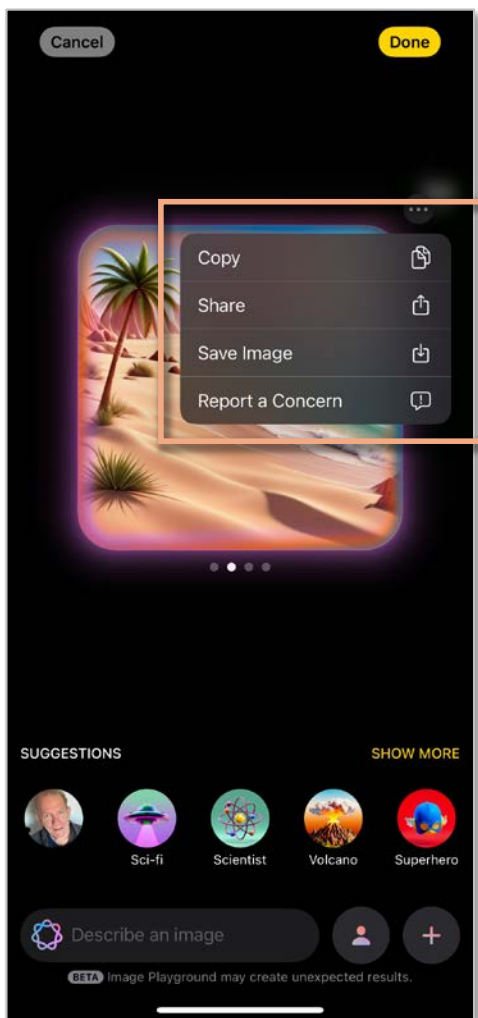


Prompt Box



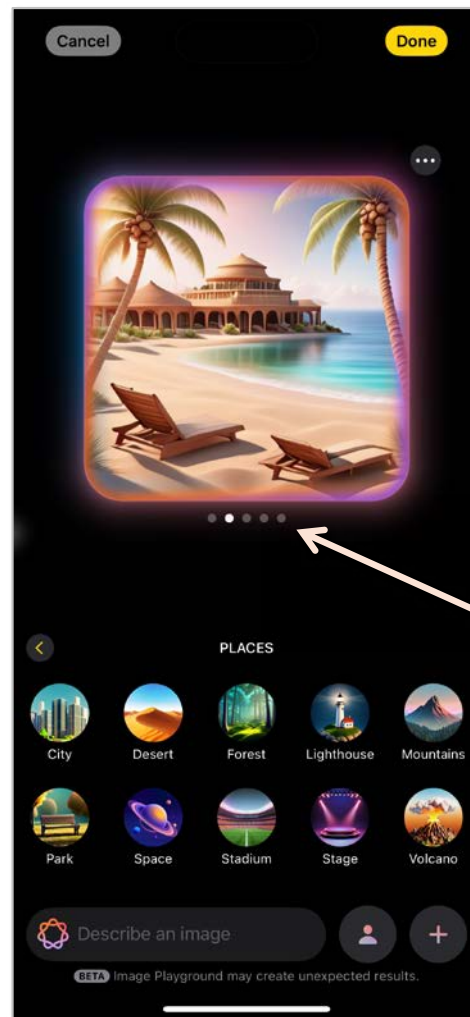
Users may tap these images to be included as a component in the image they wish to create (via text in the Prompt Box).





It is possible to use existing images to build complementary images.

This process is a bit unclear, but it is possible

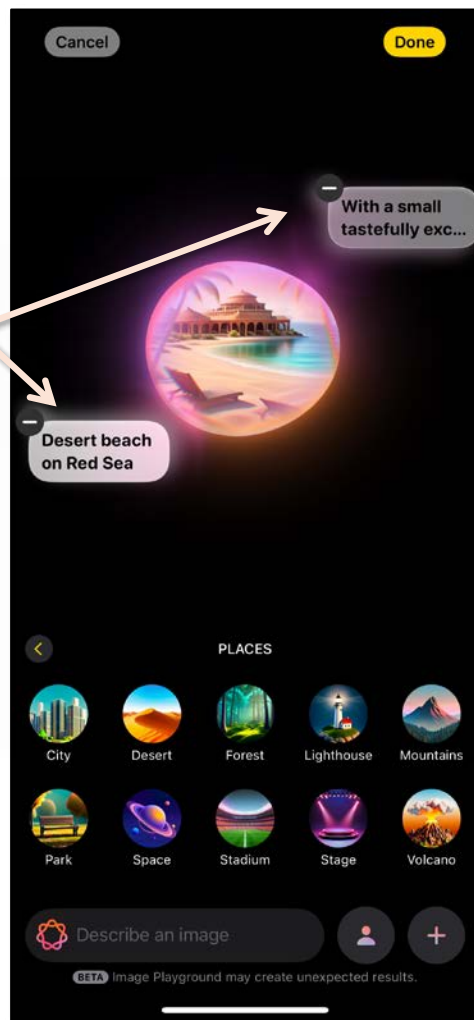


Multiple Images are generated with each iteration of the Image Playground



Note the multiple components that compose the image. These float around the center until the user indicates the image should be generated.

The user will need to experiment with this feature to learn its full details of operation.



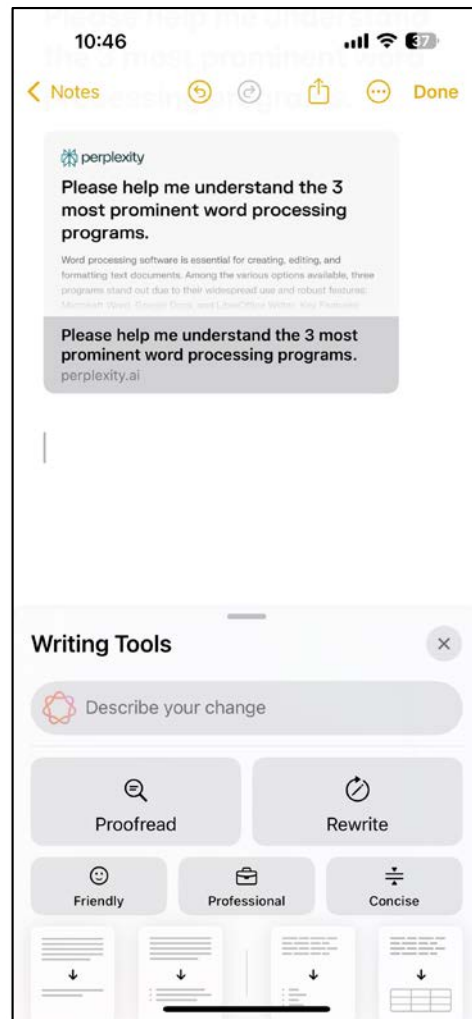
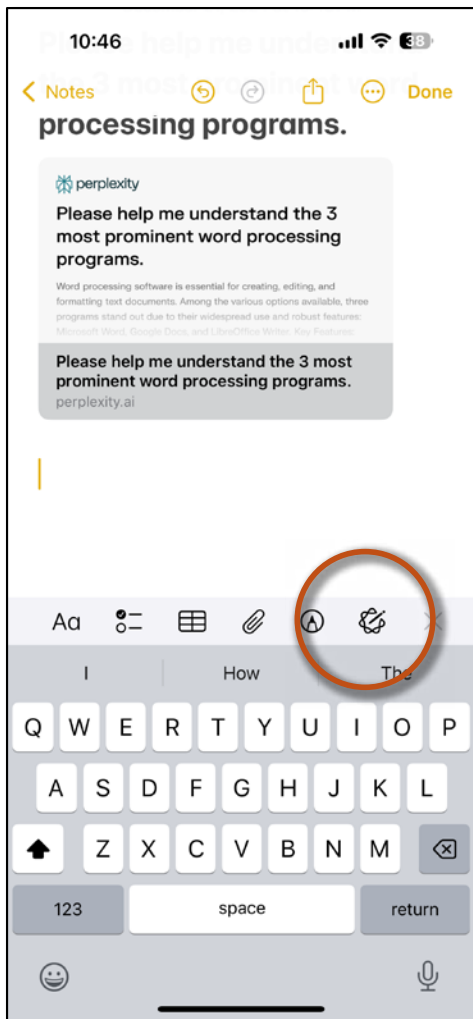
Tap and hold to bring up 'Context Menu'

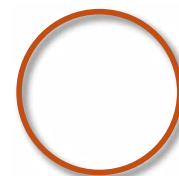
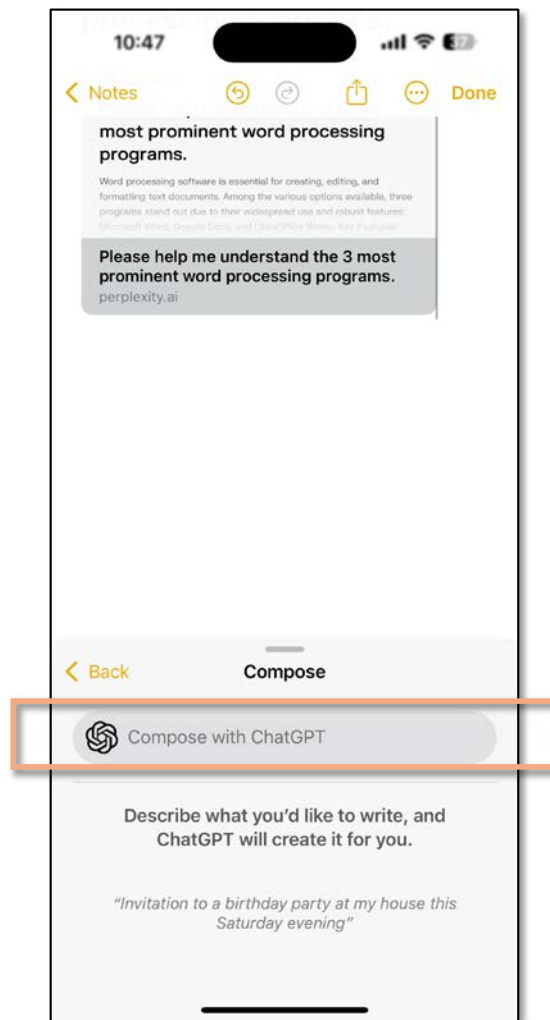
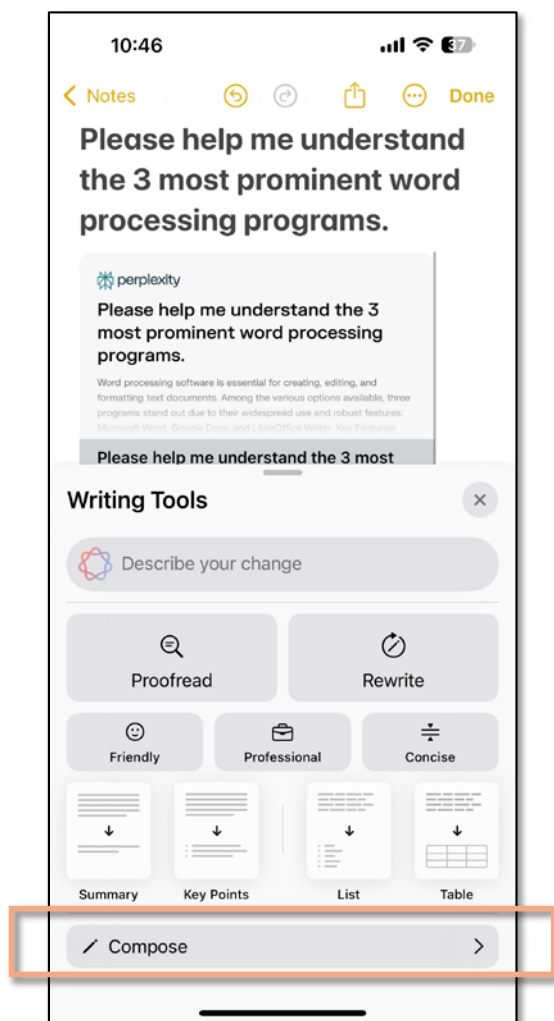


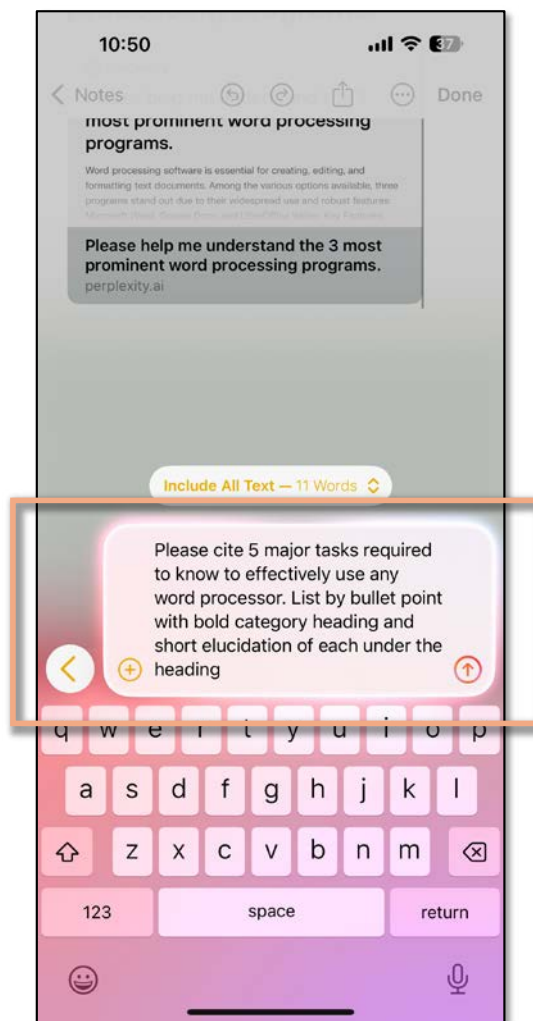
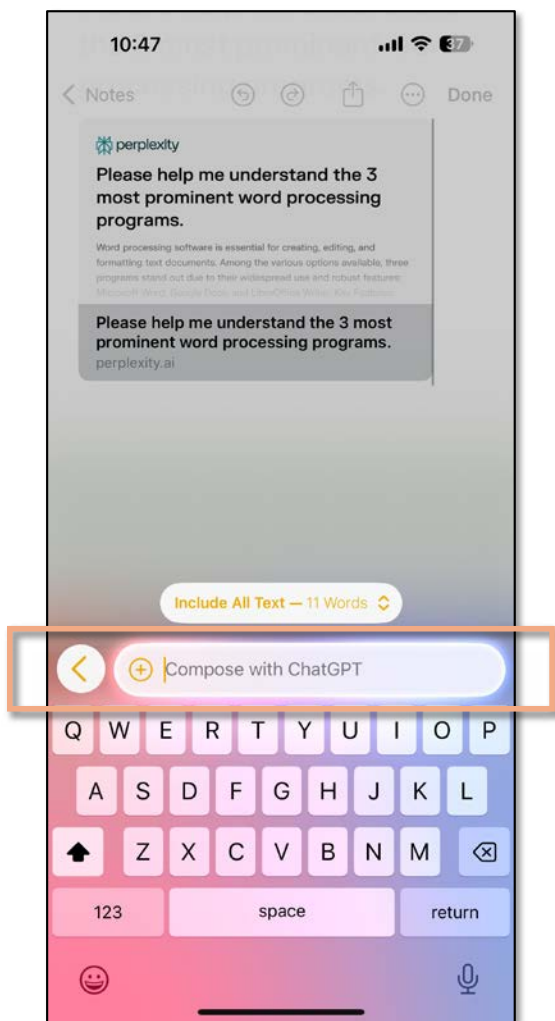


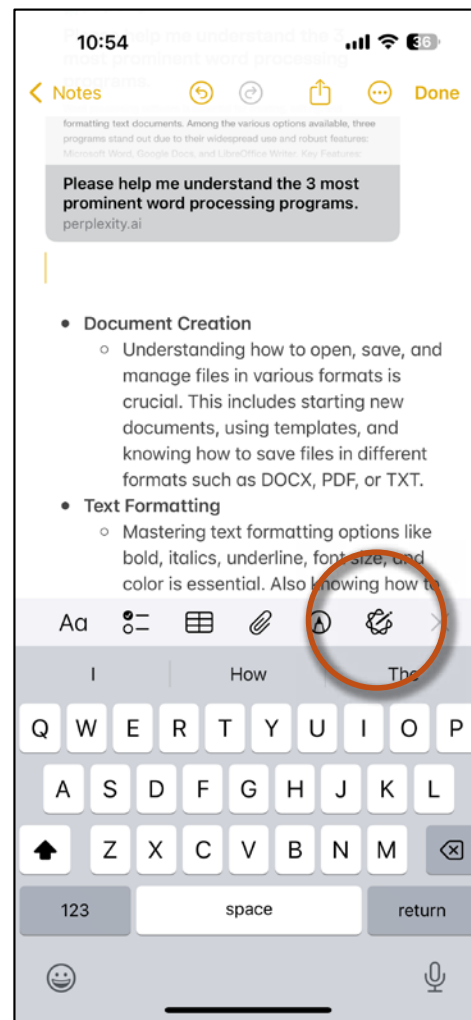
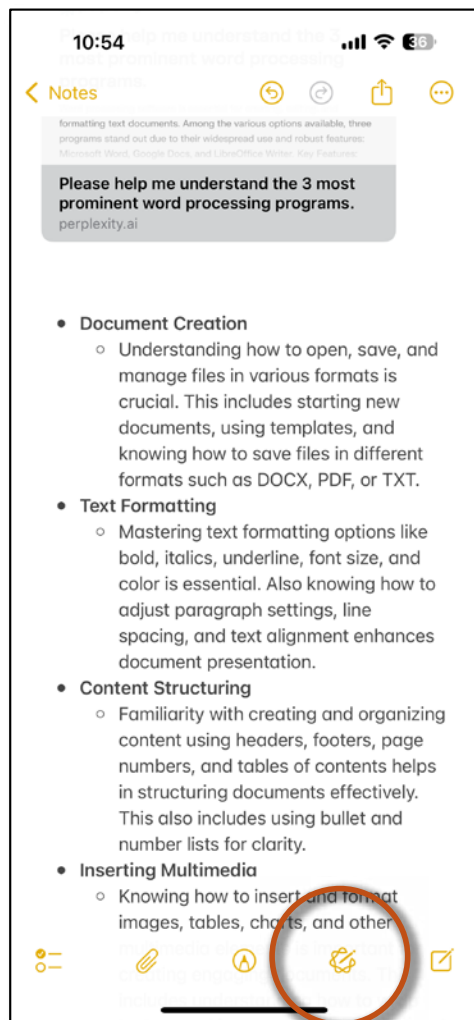
Apple Intelligence

Working in Apple Notes with ChatGPT





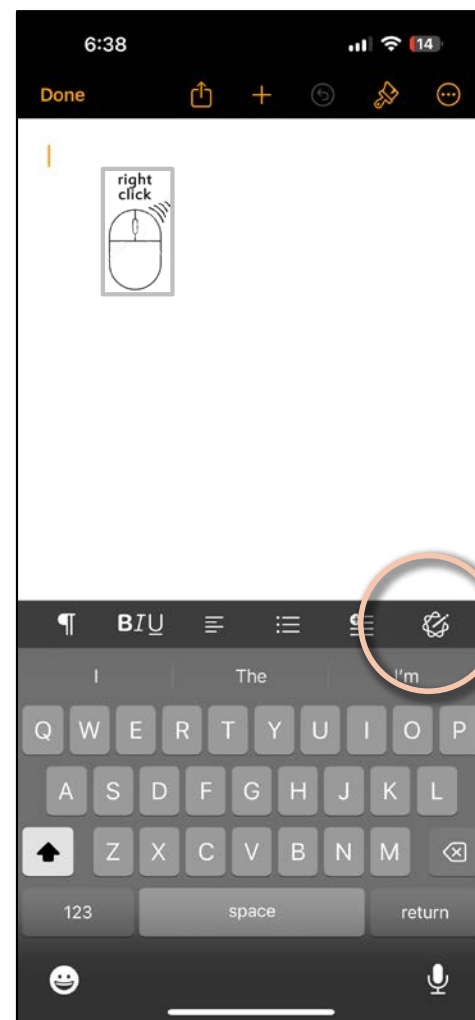
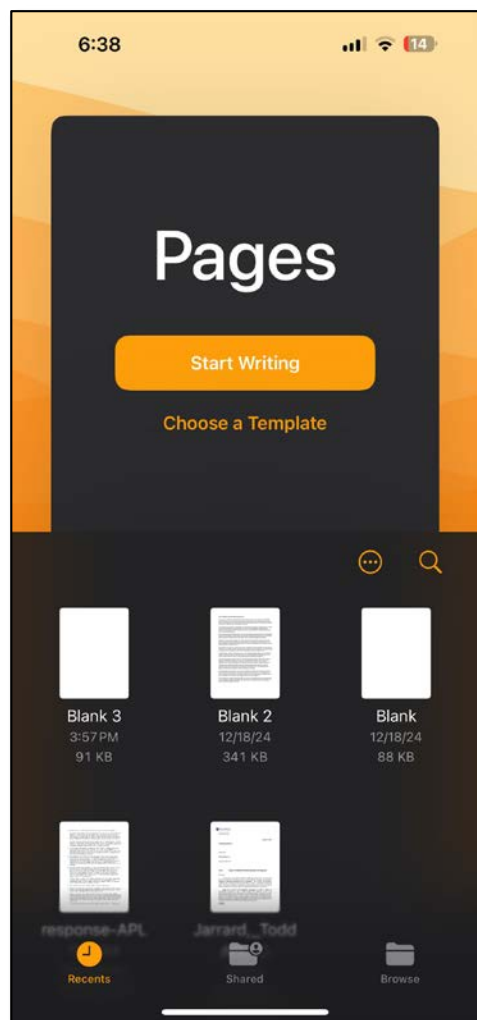


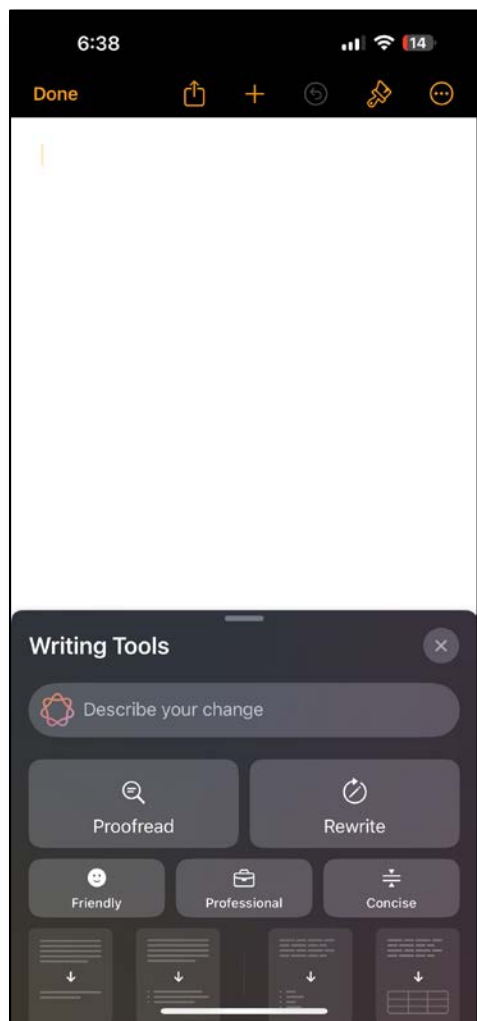




Apple Intelligence

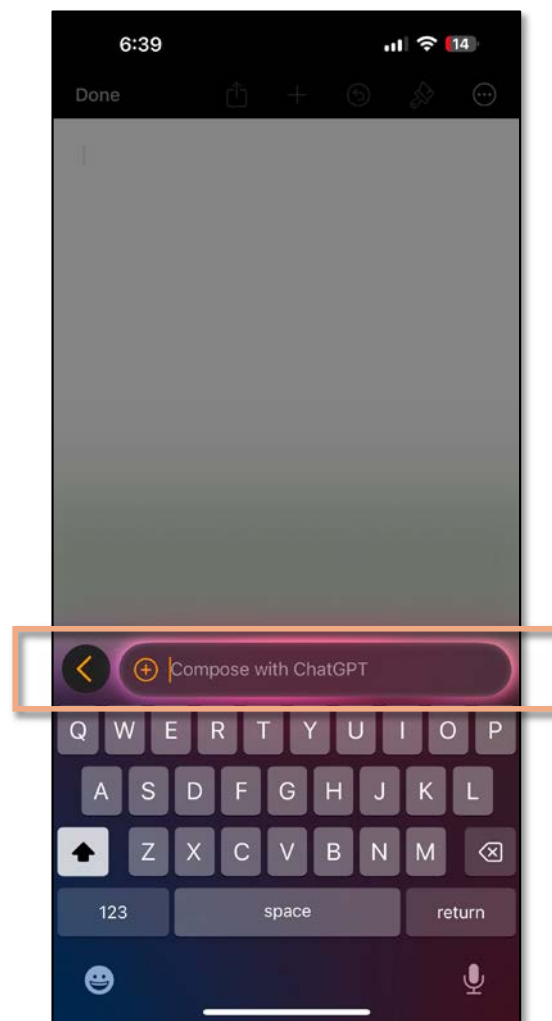
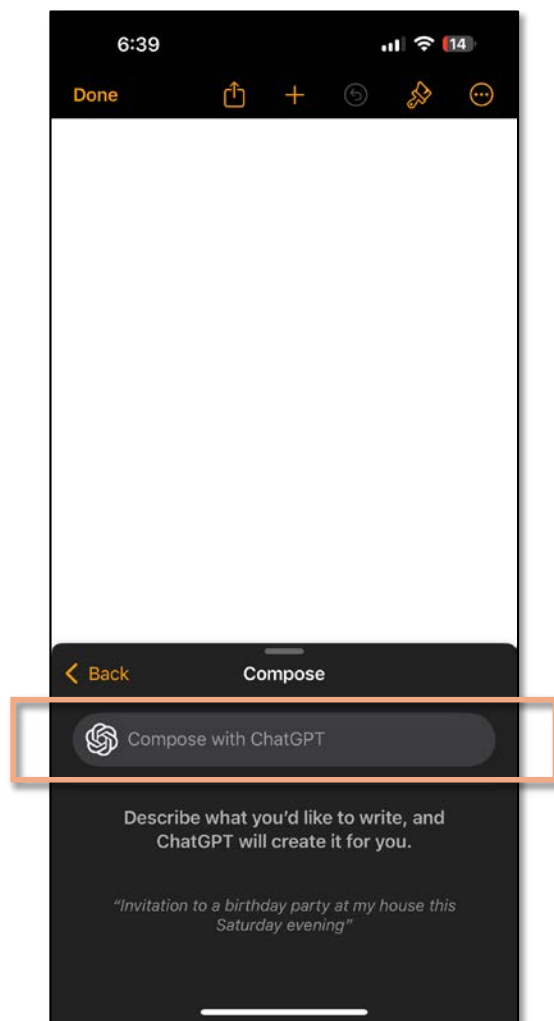
Working in Apple Pages with ChatGPT

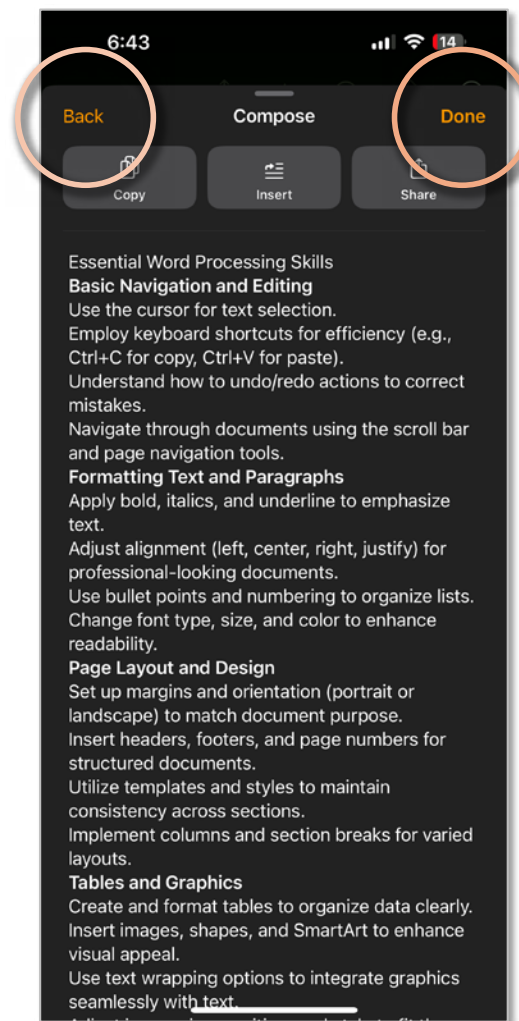
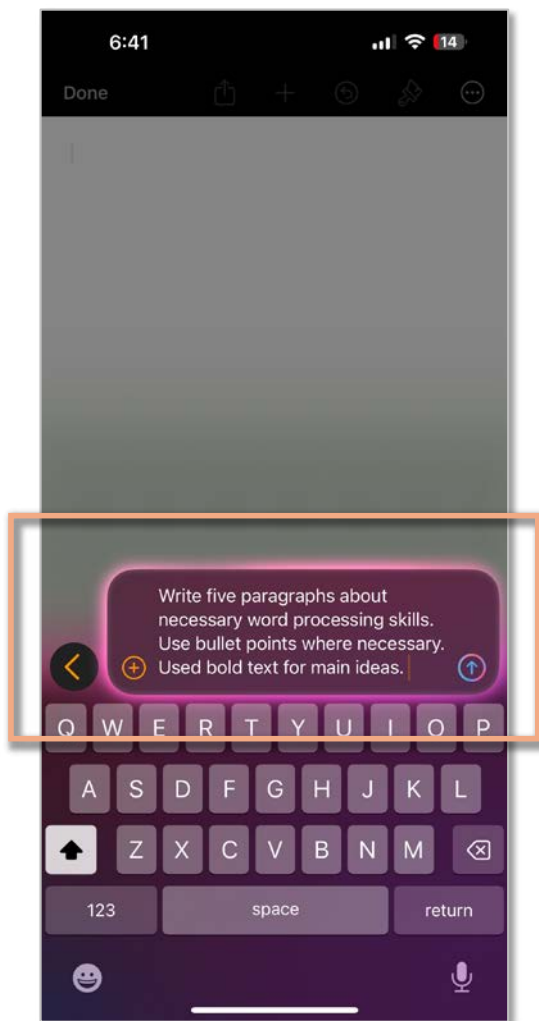


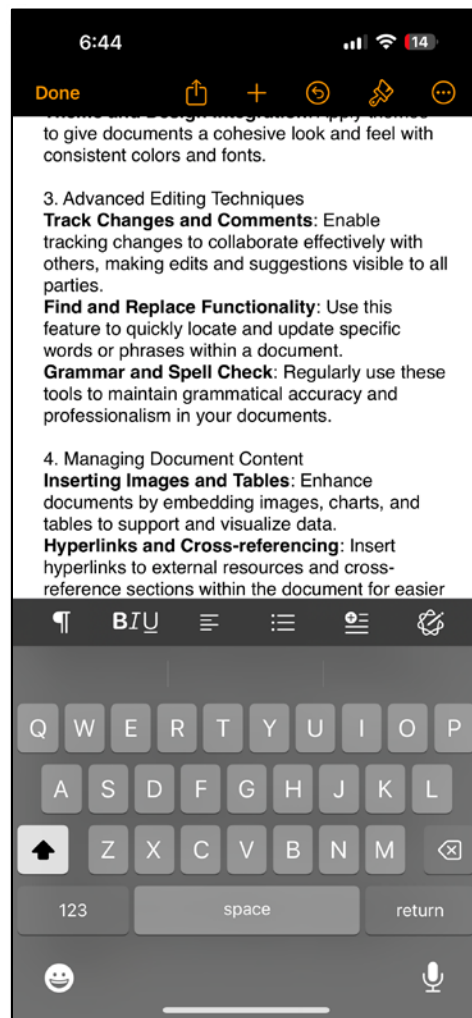


Scroll Down













Microsoft 365 Personal
\$129/yr

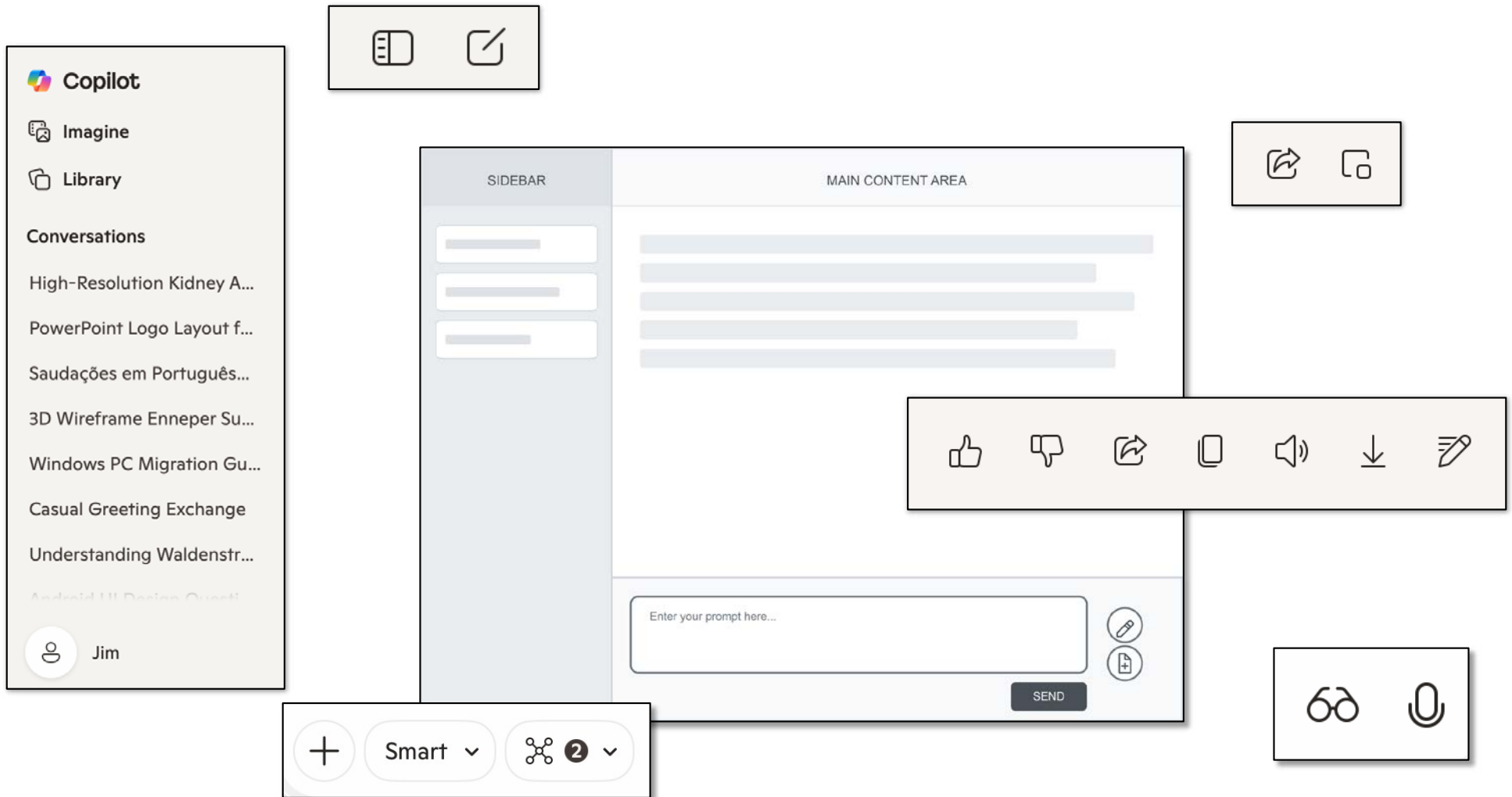


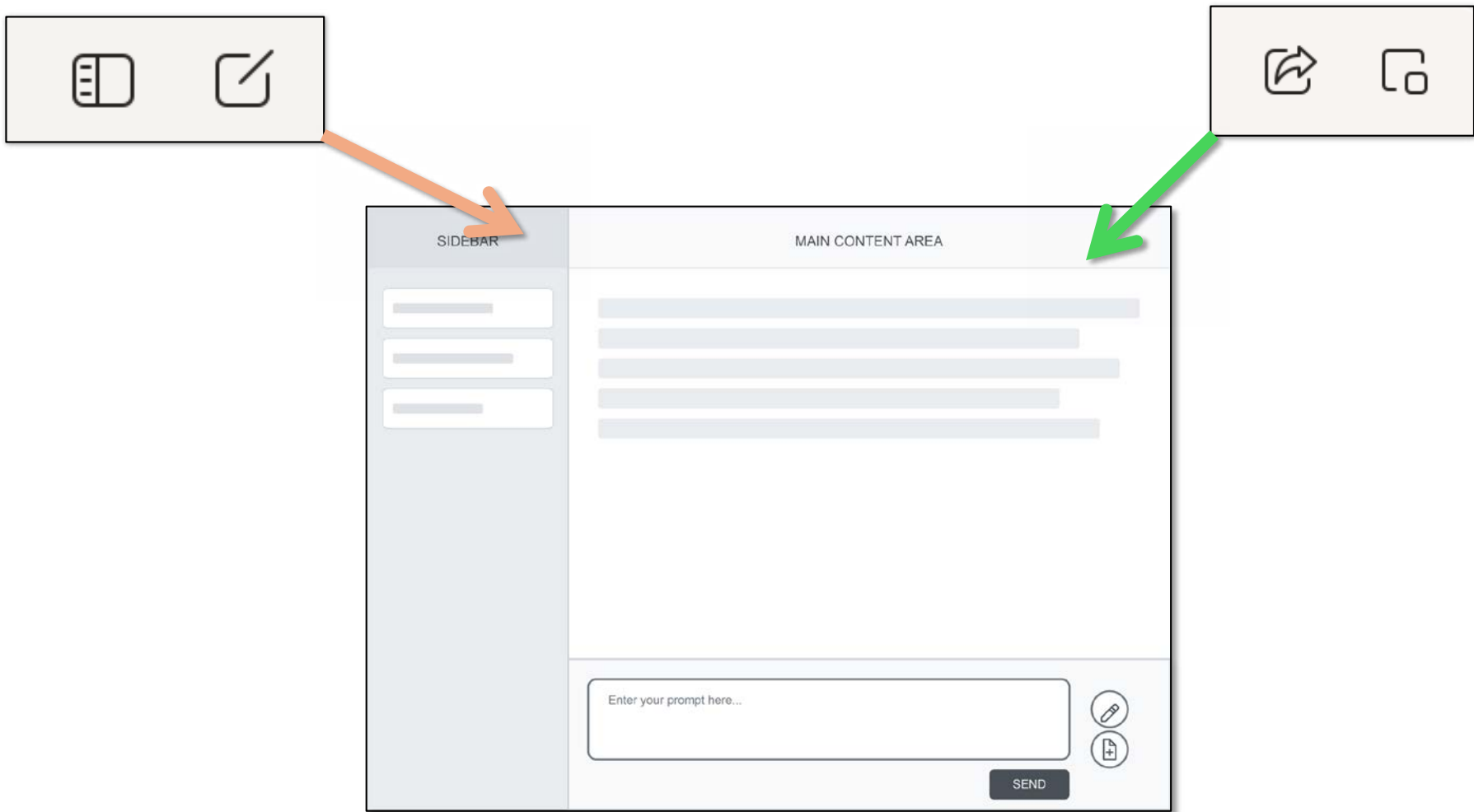




Prompt Editor – General Definition

The image shows a UI mockup of a 'Prompt Editor' interface. It is divided into two main sections: a 'SIDEBAR' on the left and a 'MAIN CONTENT AREA' on the right. The sidebar contains three white rectangular boxes, each with a horizontal grey bar inside. The main content area has a light grey header bar with the text 'MAIN CONTENT AREA'. Below this, there are five horizontal grey bars of varying lengths, representing a list or a series of prompts. At the bottom of the main content area, there is a large white text input field with the placeholder text 'Enter your prompt here...'. To the right of the input field are two circular icons: the top one contains a pencil (edit) and the bottom one contains a document with a plus sign (add). Below the input field and icons is a dark grey button with the text 'SEND' in white.

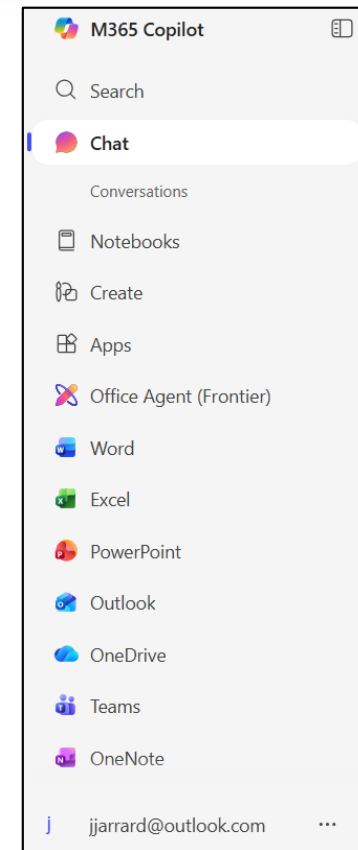




App Sidebar



Web Sidebar (Edge Browser)



Attach

 Files

 Photos

 Generate image

 Create podcast

 Start a quiz

 Use connectors >


Smart GPT-5.1
 Thinks quickly or deeply based on the task


Think deeper ~30 sec
 Better for more complex topics


Study and learn New
 Quizzes, guided learning, and more

 Microsoft OneDrive ☒

 Microsoft Outlook ☒

 Gmail Connect

 Google Calendar Connect

 Google Drive Connect

 More connectors



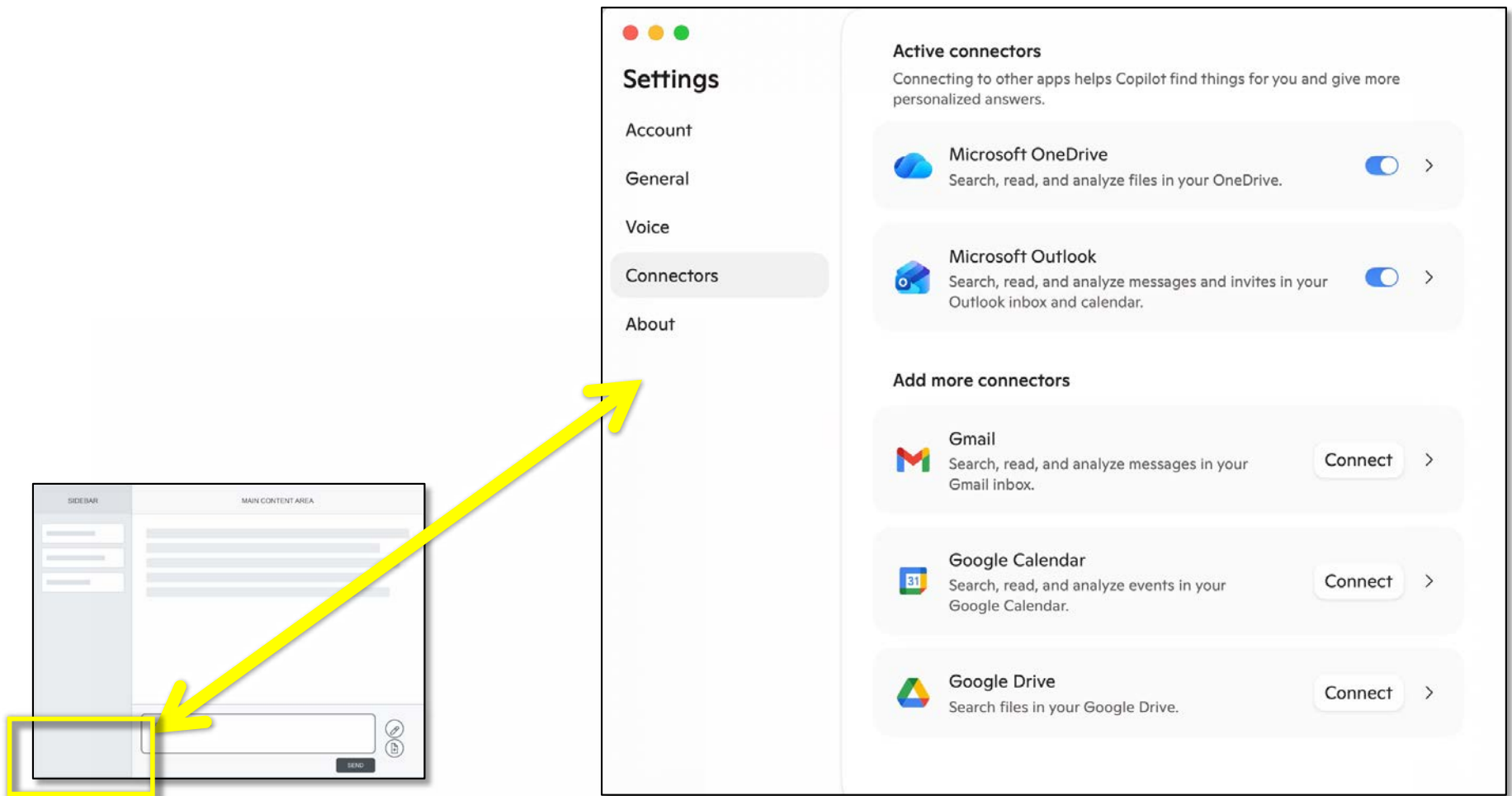
 Smart ▾

 2 ▾

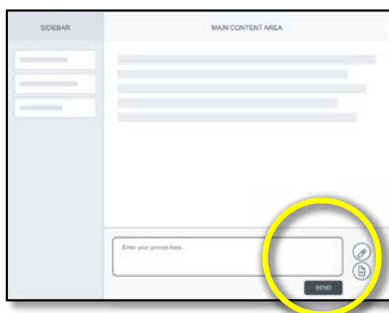
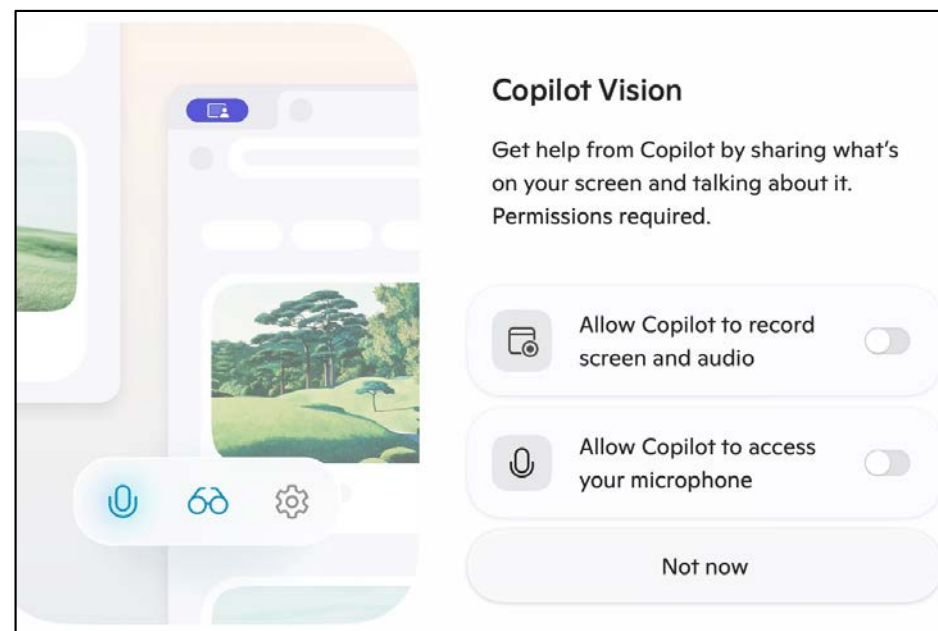
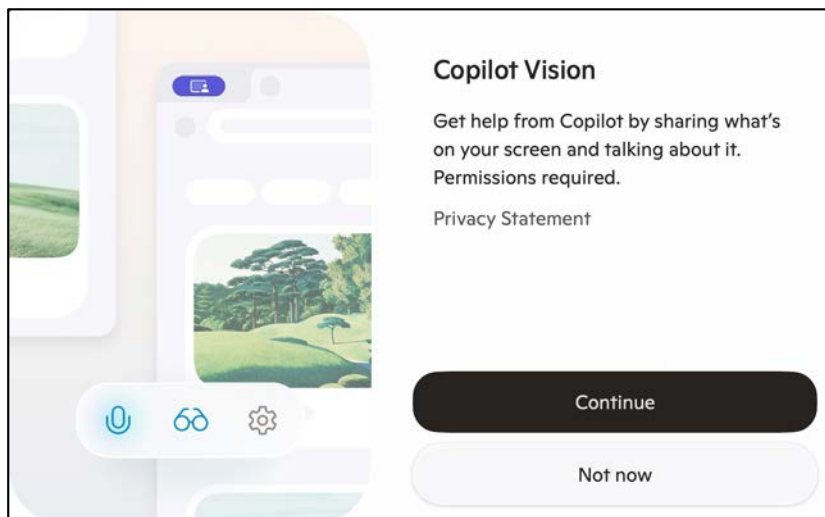
SIDEBAR

MAIN CONTENT AREA

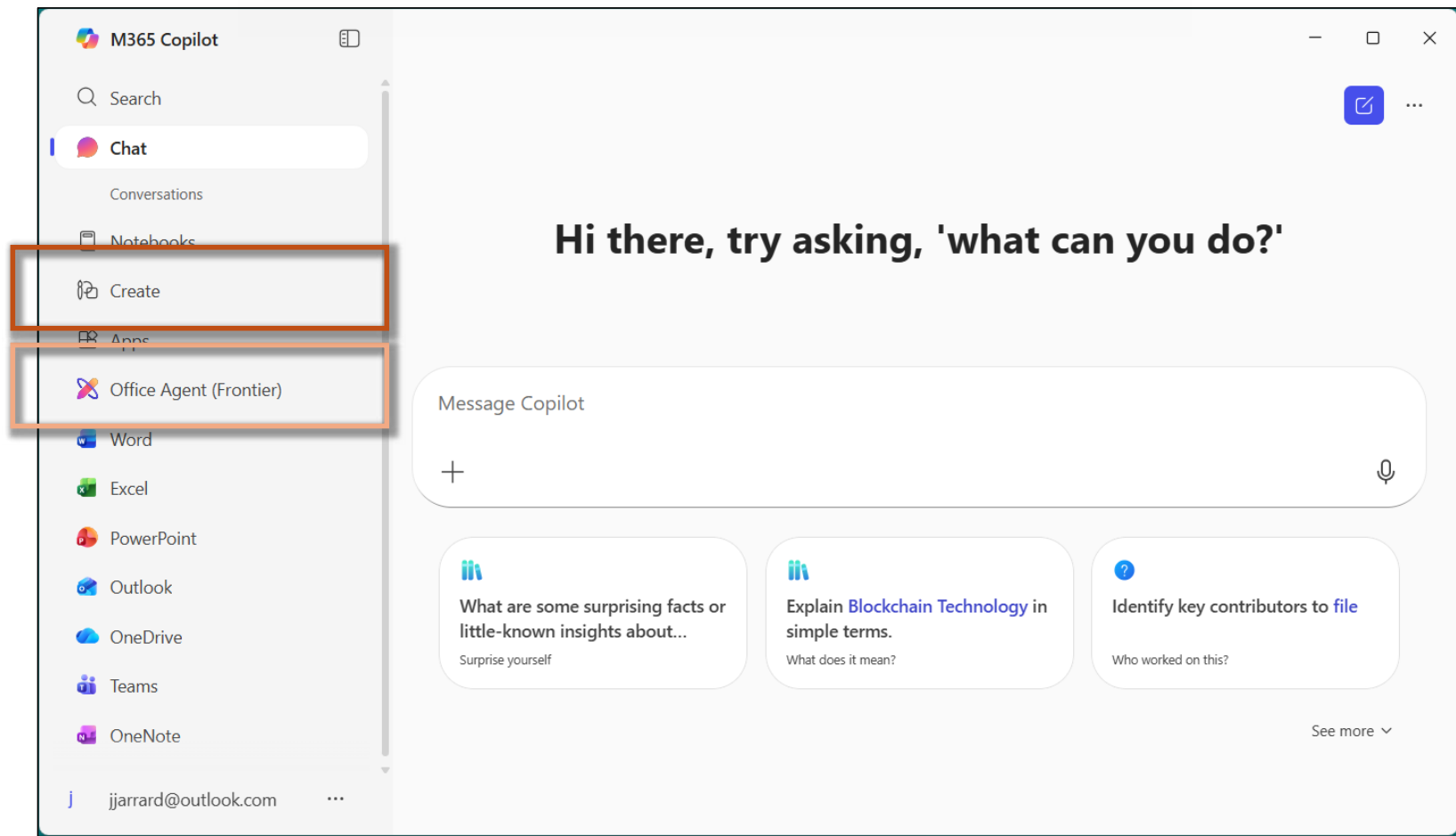


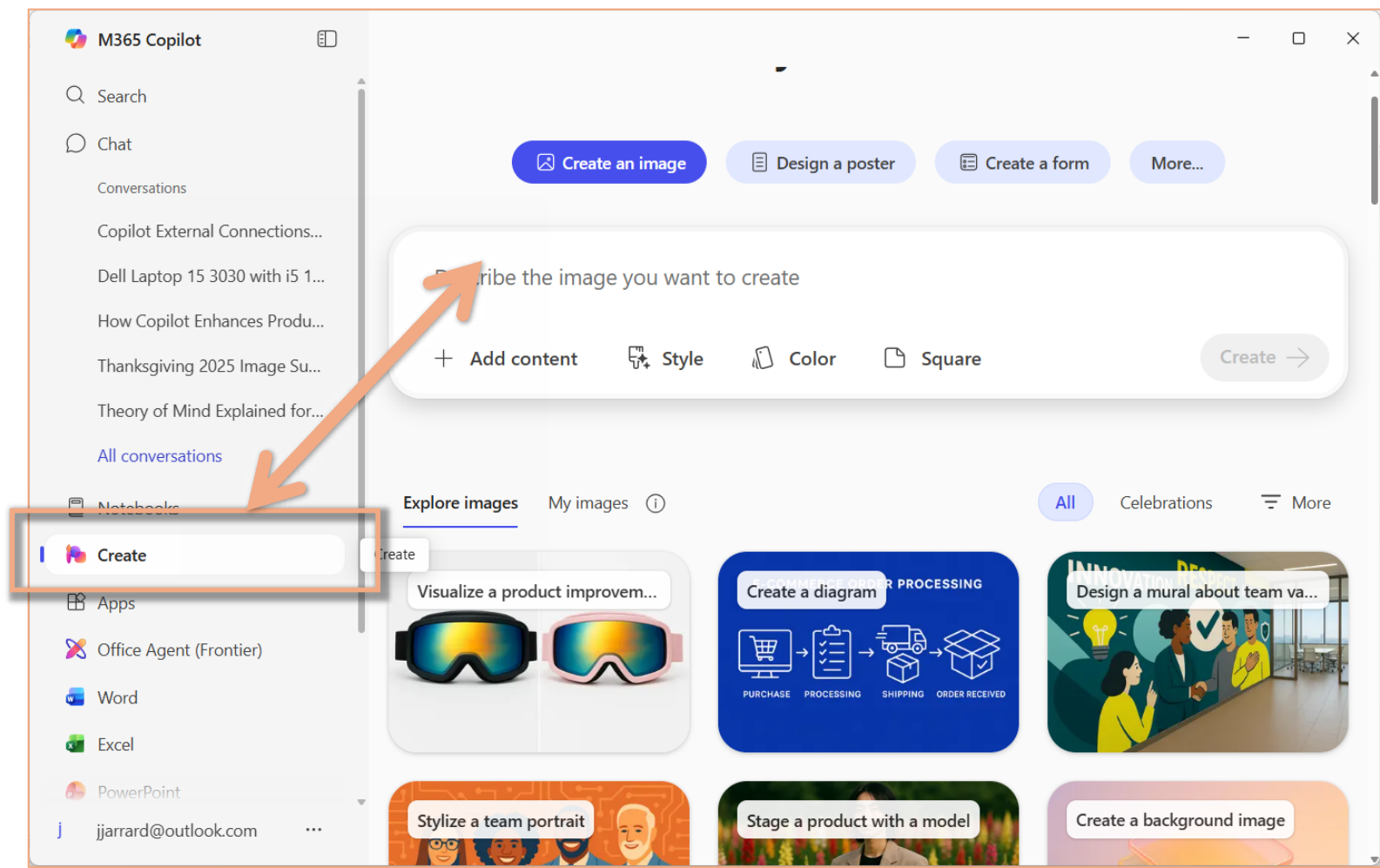


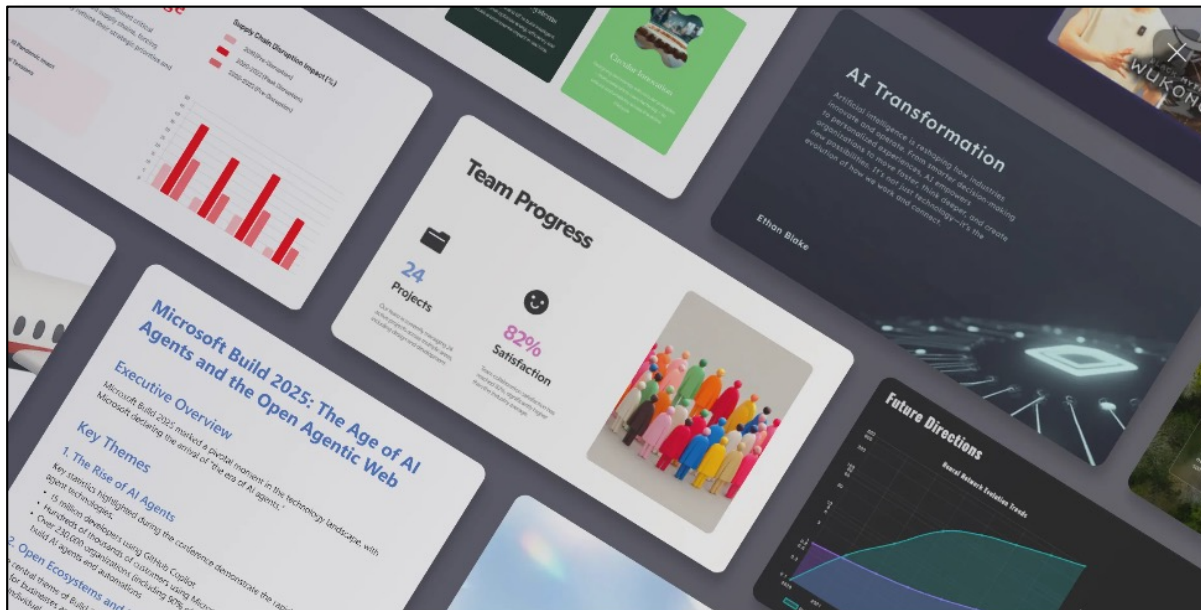
Microsoft 365 Copilot Connectors Gallery



Copilot 365 in Edge Browser





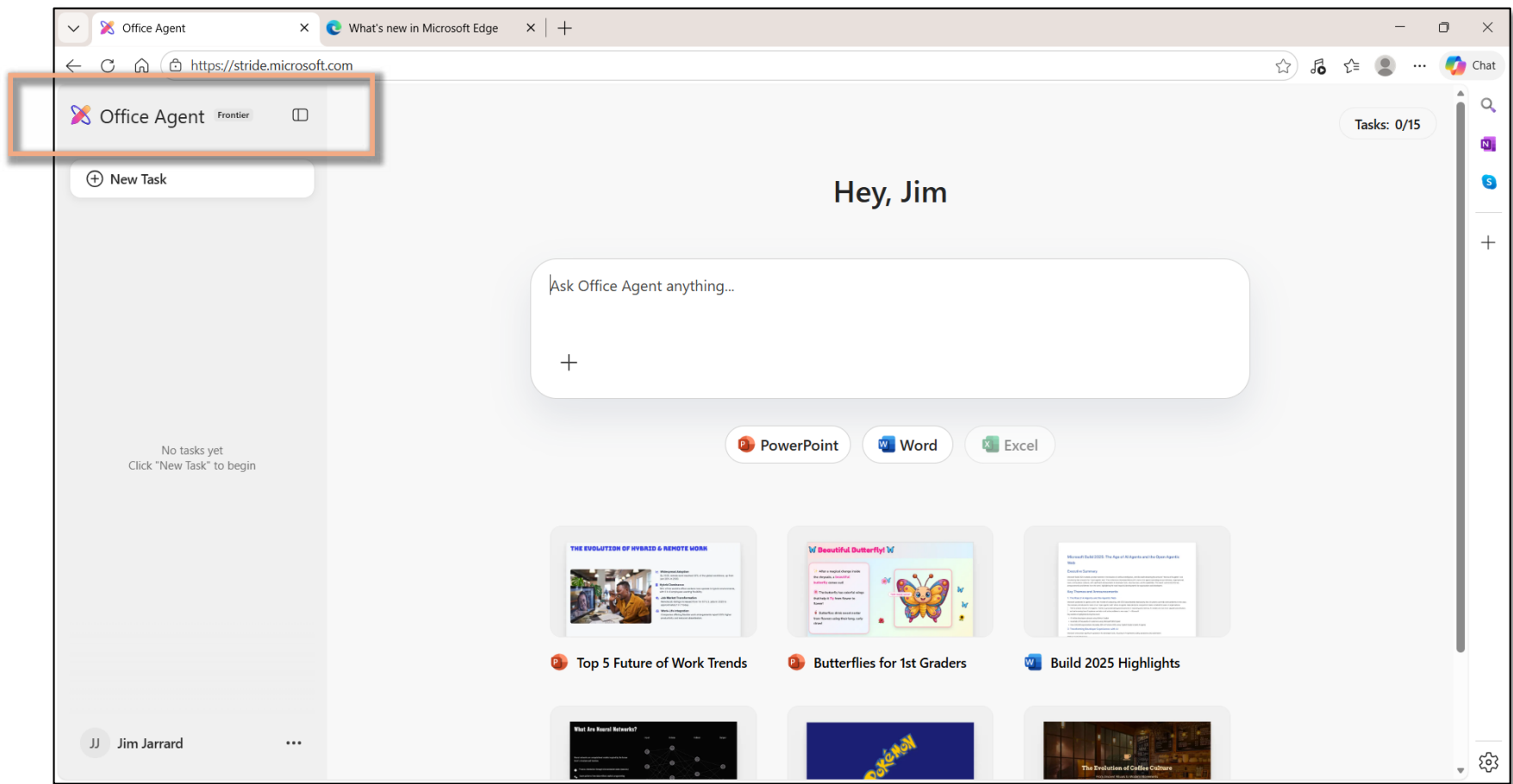


Welcome to Office Agent

Where intelligence meets taste

Get Started

Office Agent is governed by the [Microsoft Services Agreement](#) and the [Microsoft Privacy Statement](#), including the terms that apply to previews. Office Agent in Frontier is available in limited languages and geographies. Monthly queries may be limited. By clicking get started, you agree to all of these terms.



Public Info Request Storyboard | X

What's new in Microsoft Edge X +

← ↻ 🏠

https://stride.microsoft.com/agents/85e39dcf-0f7b-4a5d-b2aa-84c97cfb9490

☆ 🎵 ⚙️ 👤 ... Chat

Office Agent

Frontier

📄

⊕ New Task

Public Info Request Storyboa

Public Info Request Storyboard

🔗 🖨️

Office Agent

I'll create a comprehensive storyboard showing the process of submitting a public information follow-up request to a municipal government regarding an agency's failure to implement their own governing codes.

📄 Creating file todo.md

🔍 Searching web 5 queries

🔧 Load Skill pptx

🖼️ Searching images 6 queries

Office Agent is executing :

• Research public information request processes and legal frameworks

0/5 ^

Ask Office Agent anything...

+

⬢

AI generated content may be incorrect. ?

Office Agent's Computer

✕

🔍 Search Images

6 search queries:

public information request process government transparency background

municipal building courthouse FOIA request documents citizen advocacy transparency

government accountability process

🌀

Searching for images...

This might take a moment

⬢



Public Information Follow-up Request Process

A Comprehensive Storyboard for Addressing Municipal Agency Code
Compliance Failures

Citizen Advocacy Guide

January 2025

Initial Discovery & Documentation

COLLEYVILLE
TEXAS

I understand charges may be assessed for duplication or access to records and the City of Colleyville may require prepayment prior to preparation of the requested copies of such records. Fee schedule: \$0.10 per 8 1/2 x 11/14 page; \$0.50 per 11x17 page; \$3.00 per plat page; \$1.00 per audio cassette, video cassette and/or compact disc; other charges are calculated accordingly. Complete this form and e-mail to csingleton@colleyville.com, fax to 817.503.1139; or mail to Office of the City Secretary, 100 Main Street, Colleyville, Texas 76034.

Date of Request: Telephone:

☐ Mr. ☐ Ms. ☐ Mrs. Name:

Address: (Please include Box and Suite Numbers):

City: State: Zip Code:

E-Mail Address:

PLEASE LIST ALL DOCUMENTS REQUESTED - Be Specific Regarding Date(s), Time Period(s) and Name(s).

CHECK ALL THAT APPLY:
☐ I request 8.5x11 documents emailed. ☐ I request to view documents at City Hall. ☐ I request paper copies.
☐ I request a VHS/Cassette/CD. ☐ I request an estimated cost for this request.

SIGNATURE:
DO NOT TYPE BELOW THIS LINE; TO BE COMPLETED BY THE OFFICE OF THE CITY SECRETARY

Department Request sent to: Date due to CSO:

DISPOSITION:
☐ Documents Attached ☐ Documents provided electronically ☐ No documents exist ☐ Need clarification
☐ Sent to City Attorney or ☐ Reporting Attorney General Option
☐ Response consists of over 50 pages/hrs is in off-site storage; response requires the following:

Department: estimated number of copies: estimated hours of research:

Comments:

Number of Copies: Amount Due: Date documents mailed/e-mailed to requestor:

Date notified information available for pick up: Date request will be considered withdrawn if requestor

Standard public information request form used to document agency compliance failures

Discovery Phase Actions

-  Citizen observes **agency non-compliance** with established building codes or safety regulations.
-  Document violations through **photographs and measurements** with detailed written observations.
-  Research applicable **municipal codes** to identify specific violations.
-  Establish timeline of **agency inaction** and failure to enforce governing codes.

Key Insight: Thorough documentation strengthens the legal foundation for subsequent public information requests.

Legal Framework & Citizen Rights

Federal Framework



Freedom of Information Act (FOIA) provides federal right to access government records and documents.



Agencies must respond within **20 business days** or provide written explanation for delays.



Nine exemptions protect classified, personal privacy, and law enforcement sensitive information.



Federal courts can order disclosure and award **attorney fees** for wrongful withholding.

State & Local Rights



State sunshine laws often provide broader access than federal FOIA requirements.



Response times vary by state from **3-20 days** with some allowing extensions.



Citizens can request **fee waivers** for public interest or media requests.



Right to appeal denials to **ombudsman offices** or state attorney general.

Request Preparation & Submission

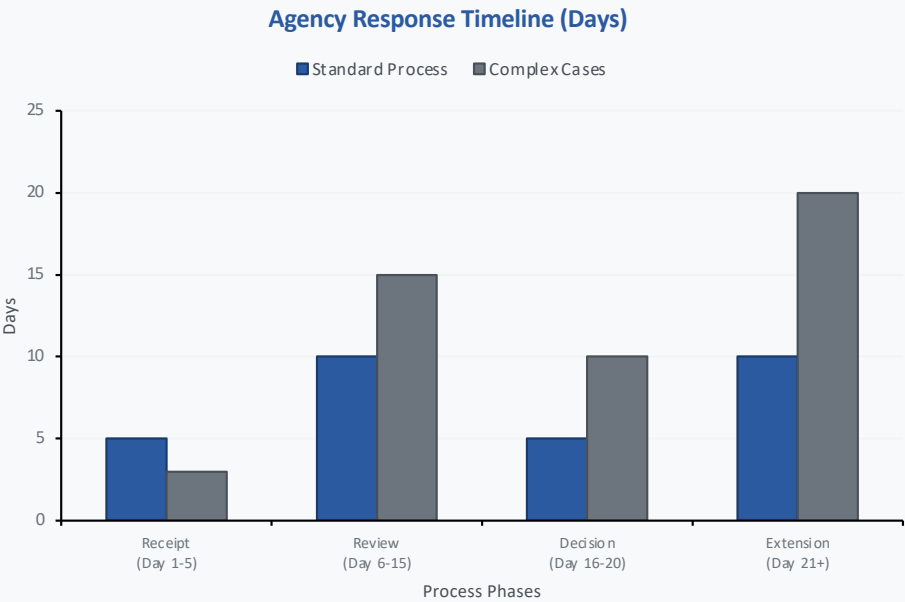
Essential Preparation Steps

- 1 **Identify specific records** needed to document agency non-compliance with governing codes.
- 2 **Draft clear request language** citing specific statutes or regulations being violated.
- 3 **Include date ranges** and specify formats for faster processing.
- 4 **Submit through official channels** using agency's designated coordinator.
- 5 **Request delivery confirmation** and maintain copies for tracking.

***Key Strategy:** Be specific about the agency's failure to implement their own codes - this creates accountability pressure.*



Agency Response Timeline



Response Decision Points

-  **Day 1-5:** Agency acknowledges receipt and assigns FOIA coordinator to review request.
-  **Day 6-15:** Records search and initial review for exemptions or redactions needed.
-  **Day 16-20:** Final decision made - grant, deny, or request extension for complex cases.
-  **Day 21+:** Extension period or appeal process begins if request denied or inadequate.

Critical Window: Follow-up requests are most effective when submitted immediately after the 20-day deadline expires.

Follow-up Request Triggers

Inadequate Response

-  Agency provides **incomplete records** or heavily redacted documents without justification.
-  Response fails to address **specific code violations** mentioned in original request.
-  Agency claims records **don't exist** despite evidence of required documentation.

Action: Submit detailed follow-up citing specific gaps and requesting clarification.

Missing Documents

-  Inspection reports or **enforcement records** are absent from response.
-  Internal communications about **code compliance decisions** are not provided.
-  Records from specific **time periods** are missing without explanation.

Action: Request specific missing documents with detailed descriptions and date ranges.

Continued Non-Compliance

-  Agency continues **ignoring violations** despite documented evidence.
-  Enforcement actions are **delayed or avoided** without proper justification.
-  Public safety concerns remain **unaddressed** by responsible agency.

Action: Document ongoing violations and request enforcement timeline and accountability measures.

Escalation Pathways



Available Escalation Options



Administrative Appeal

File formal appeal with agency head within statutory timeframe



Ombudsman Office

Contact ombudsman for independent review and mediation services



Legal Action

File lawsuit seeking mandamus relief and attorney fee recovery

Strategic Approach:

Document all escalation attempts to demonstrate good faith efforts and strengthen legal standing.

Key Stakeholders & Roles



Citizen Requestor

Primary advocate documenting agency non-compliance and seeking transparency

- Document violations and gather evidence
- Submit clear, specific information requests
- Follow up on inadequate responses



Municipal Agency

Government entity responsible for code enforcement and public record disclosure

- Implement and enforce governing codes
- Respond to information requests timely
- Provide complete, unredacted records



FOIA Coordinator

Designated official managing public information request processing

- Acknowledge requests within legal timeframes
- Coordinate with relevant departments
- Apply exemptions appropriately



Oversight Bodies

External entities providing accountability and appeal mechanisms

- Review denied or inadequate responses
- Mediate disputes between parties
- Enforce transparency requirements

Collaborative Accountability Framework

Successful public information requests require coordinated action between citizens exercising transparency rights, agencies fulfilling disclosure obligations, and oversight bodies ensuring compliance.

Success Strategies & Best Practices



Key Takeaways

- ✓ **Document everything** - maintain detailed records of all interactions.
- 🕒 **Act promptly** - submit follow-ups immediately after deadlines.
- Be specific** - cite exact codes and enforcement failures.
- 👥 **Build coalitions** - coordinate with other affected citizens.



Action Items

- 🔍 Research your **state's sunshine laws** and timeframes.
- 📞 Identify agency **FOIA coordinators** and submission methods.
- 📄 Draft template **follow-up letters** for common scenarios.
- 📅 Create tracking system for **deadlines and responses**.



Resources

- 🌐 **FOIA.gov** - federal guidance and agency directories.
- ⚖️ **State Attorney General** - sunshine law enforcement.
- 👤 **Ombudsman offices** - mediation and dispute resolution.
- 🔗 **Legal aid organizations** - pro bono transparency assistance.

Empowering Citizen Oversight

Effective public information requests are essential tools for holding government agencies accountable to their own governing codes. Persistent, well- documented follow-up efforts create transparency pressure that serves the public interest.