

## **FOIA REQUESTS:**

**What can I get? How can I get it?  
What does it cost? How long does it take?**

## **INSTITUTIONAL REQUESTS**

### **Federal Bureau of Prisons**

- *What can I get?*  
Inmates housed in a Bureau of Prisons institution may obtain copies of their entire institutional file and medical file (except papers indicating HIV status). They may also review the files at the institution in which they are housed. The complete institutional file contains all Bureau of Prisons documents relating to the requesting inmate. A typical file will include sentencing information, disciplinary information, separation orders, and grievance information, among other things. Inmates may also obtain additional materials, including program statements, BOP information, Office of Personnel Management (OPM) investigation information, contract information, and information on investigations by BOP's Office of Internal Affairs. A limited amount of information may be redacted due to "harm factors." The Bureau of Prisons will provide an explanation for all redaction.
- *How do I get it?*  
To review their institutional file or medical file, inmates need to contact their case manager. To obtain copies of the files, inmates must write to:  
Freedom of Information Act/Privacy Act Section  
Office of General Counsel  
Federal Bureau of Prisons  
320 First Street, N.W.  
Washington, DC 20534  
The telephone number for the office is (202) 514-6655. The written request should include an original signature and should either be notarized or contain a declaration of identity under penalty of perjury.
- *What does it cost?*  
There is no cost to review the files and no cost to obtain the first 240 pages of the request. After the first 240 pages have been copied, the Bureau of Prisons will charge \$.10 per page.
- *How long does it take?*  
The Bureau of Prisons attempts to answer each request within 20 days. However, due to the large volume of requests, responses generally take closer to 30 days.

## **CCA**

- *What can I get?*  
CCA maintains an inmate file on each inmate housed in a CCA facility. Inmate files contain, among other information, specific dates and duration of confinement, copies of all court orders or legal basis for confinement, specific charges, health status, driver's license and social security numbers, record of case and all property, classification information, separation orders, and any other relevant inmate case information, e.g., program participation, social and psychological information, disciplinary actions, work release reports, incidents or crimes committed while in custody, etc.
- *How do I get it?*  
Inmates may either obtain a copy of their inmate file or review the contents of their file by request to their counselor.
- *What does it cost?*  
There is no cost to obtain copies of the inmate file and no cost to review the inmate file.
- *How long does it take?*  
There is no set timetable for answering inmate FOIA requests. The time it takes to respond to a request depends on the volume of requests and the number of staff assigned to answer requests.

## **CRIMINAL REQUESTS**

### **DC Superior Court**

- *What can I get?*  
There are two ways for inmates to obtain information regarding their criminal case. First, an inmate may submit a written request for information that will produce only the disposition of the case, the complaint, and a print out of the cases (not the transcripts, just a listing) in which the requesting inmate has been involved. The second way for an inmate to obtain information regarding their criminal file is to send someone to copy their jacket. In person, one may copy the entire jacket. The entire jacket includes, the case transcript, any motions filed, the complaint, the disposition of the case, and any other documents relevant to the case.

- *How do I get it?*  
The written request for information should be sent to:  
DC Superior Court  
Criminal Closed Files, Room 4001  
500 Indiana Ave., N.W.  
Washington, DC 20001  
The written request should include an original signature and should either be notarized or contain a declaration of identity under penalty of perjury. When sending someone to the court at the address above, there are several important factors to recognize. Jackets from felony cases from 1979 to 1992 are on microfiche. It is important to contact the Criminal Information Center at (202) 879-1373 before arriving to copy the jacket from a case during that period. Jackets from felony cases earlier than 1972 and misdemeanor cases earlier than 1996 are stored off site and must be requested several days in advance.
- *What does it cost?*  
When sending someone to the court to copy the jacket, the cost is \$.25 per page. There is no cost for written request responses.
- *How long does it take?*  
Given the high volume of requests and the low volume of staff, responses to written requests will take “some time.”

### **Court Services & Offender Supervision Agency (CSOSA)**

- *What can I get?*  
CSOSA maintains all of the supervision records for inmates who have been on either parole or probation. The records vary depending on the inmate, but contain all the documents relevant to the supervision of their parole or probation (including pre-sentencing investigation reports).
- *How do I get it?*  
To obtain their supervision records, inmates should write to:  
Renee Barley, FOIA Manager  
CSOSA  
633 Indiana Ave., N.W.  
Washington, DC 20001  
The request must be in writing, must contain an original signature, and must either be notarized or contain a self-sworn statement of identity.
- *What does it cost?*

There is no fee for CSOSA information.

- *How long does it take?*

There is not set timetable for answering requests for information.

## **US Parole Commission**

- *What can I get?*

Inmates may request a specific document from the US Parole Commission or they may request their entire file. Typically, an entire file will include sentence information, judgement information, prison progress reports, notices of action, tapes of each hearing, presentence investigation reports, and, perhaps, letters in favor or in opposition to parole. If there is any additional documentation regarding previous parole or parole hearings, it will also be included in the file.

- *How do I get it?*

To obtain information from the US Parole Commission inmates should write to:

US Parole Commission

FOIA Unit

5550 Friendship Boulevard

Chevy Chase, MD 20815

The written request must contain an original signature, either notarized, with a case manager's stamp, or with a declaration of identity under penalty of perjury.

- *What does it cost?*

There is no charge for the first 100 pages. After the first 100 pages have been copied, subsequent copies cost \$.10 per page.

- *How long does it take?*

While inmates will receive confirmation of the request shortly after its receipt, the actual requested information may take months to receive.

## **Police**

- *What can I get?*

The DC Police Department deals with FOIA requests on a case by case basis. There are many reasons for not disclosing information, but essentially, if a document contains witness information, has some relevance to an ongoing case or investigation, or creates a potential risk

to officers, it will not be disclosed. Generally, inmates will be able to obtain their incident report (PD Form 251). However, if an arrest report has been generated, there will be no incident report. Because it contains witness information, the arrest report is not releasable.

- *How do I get it?*

Inmates may obtain their incident report by writing to:

DC Police Department  
Public Documents, 3<sup>rd</sup> Floor  
300 Indiana Ave, N.W.  
Washington, DC 20001

If an inmate knows their CCN# (internal police department reporting number), they may call Public Documents and request their incident report over the telephone. The telephone number for Public Documents is (202) 727-4357. If an inmate is requesting information other than their incident report, they should send a written request to:

DC Police Department  
FOIA Office, Room 4048  
300 Indiana Ave, N.W.  
Washington, DC 20001

The written request must contain an original signature, either notarized, with a case manager's stamp, or with a declaration of identity under penalty of perjury.

- *What does it cost?*

The cost for information from the Police Department is \$.10 per page, with a \$10.00 charge for research.

- *How long does it take?*

Responses to requests for incident reports will take roughly 10 days.

Information from the FOIA office may take considerably longer.

Because the FOIA office is part of the press office, the amount of staff working of FOIA requests depends on media needs at the time.