

RECORD REQUEST RESPONSE

INSTRUCTIONS: Please print (use a pen) or type this response. Prepare an original and one copy for file.

YOUR APPEAL RIGHTS

If your request was made in writing and all or a portion of the request was denied, you may appeal the denial by writing to the **Department Legal Custodian, Bill Clausius, at Department of Corrections, P.O. Box 7925, Madison, WI 53707-7925**, within 90 days of the date of the denial. Please include a copy of your original request as well as a copy of this form. If the Department Record Custodian upholds this decision, you can further appeal by petitioning the Circuit Court for a writ of mandamus ordering release of the record(s), or you may apply to the Attorney General or the District Attorney of the county where the records are held.

REQUESTER NAME

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

NAME OF COUNTY WHERE RECORDS ARE HELD

REQUEST INFORMATION

DATE OF REQUEST

DATE REQUEST RECEIVED

REQUEST FORMAT - Your Request Was: (Check One)

ORAL

IN WRITING

RECORDS REQUESTED - You Asked For: (Check One)

Record(s) as described in the attached copy of your request. **(ATTACH COPY)**

The following record(s): _____

RESPONSE (Check all that apply)

GRANT OF REQUEST See "**ADDITIONAL COMMENTS**" section for details about the manner in which you will receive record access.

Your ENTIRE request is granted. See "Additional Comments" section for details about the manner in which you will receive record access.

The following PART of your request is granted:

INSUFFICIENTLY LIMITED REQUEST Your request is not reasonably limited as to subject matter or length of time represented by the record(s). Therefore, the request does not qualify under Wisconsin's Public Records Law. However, if you revise your request, it will be re-evaluated.

Your ENTIRE request is insufficiently limited.

The following PART is insufficiently limited:

STATUTORY "RECORD" DEFINITION Wisconsin's Public Records Law applies only to materials within the statutory definition of a record". Requests for materials exempt from the "record" definition do not qualify under the Public Records Law.

Your ENTIRE request asked for material which is exempt from the "record" definition because:

The following PART of your request asked for material which is exempt from the "record" definition because:

NO DOCUMENTS

NO DOCUMENTS or other materials were found meeting your description.

For the following PART of your request we found no documents or other materials:

DENIAL OF REQUEST

Your ENTIRE request is denied.

The following PART of your request is denied:

REASON FOR DENIAL

Continued

CONFIDENTIALITY LAW. Your access to the record(s) is prohibited by the following statutes, rules, or regulations:

State and federal laws protect the confidentiality of medical, mental health, and alcohol/drug abuse information. The laws require a legally valid signed authorization by the subject of the information (patient), or a person authorized to act on behalf of the patient. Your request involves health information protected by one or more of the following laws: ss. 146.81-.84, s. 51.30 and/or s. 252.15, Wisconsin Statutes, and/or 42 Code of Federal Regulations Part 2, and 45 Code of Federal Regulations Part 164. The DOC Authorization for Use and Disclosure of Protected Health Information (DOC-11163A) form is being provided because no authorization form was submitted with your request. Upon receipt of the properly completed form, and pre-payment of fees when required, the DOC will provide the health information requested.

COMMON LAW BALANCING TEST (where no confidentiality law applies). Your access to the record(s) would be so harmful to the public interest as to outweigh any presumed right to access to the record(s). Disclosure would be of overriding harm for the following reason(s):

- An INVESTIGATION in progress would be impeded by the record access.
- INFORMANTS described in the record(s) would be jeopardized by the record access by being subject to retaliation, discouraging future informants.
- The RECORD SUBJECT may be jeopardized by being subject to harassment or other intimidation of a nature contrary to the public interest.
- A BREACH OF SECURITY would result from the record access.
- OTHER:

ADDITIONAL COMMENTS:

PRINT OR TYPE RECORD CUSTODIAN'S NAME	OFFICE / FACILITY REPRESENTED
RECORD CUSTODIAN'S SIGNATURE	DATE SIGNED