

Note: Except for disclosure of information or records made to other employees of the Department of Justice, and all components thereof, all disclosure of non-public information requires an accounting. Staff are to take the position that only public information is ordinarily released orally. Only in an emergency should oral disclosures of non-public information be made to non-DOJ parties. Regional Counsel ordinarily are to be contacted before this type of disclosure is made. When this is not possible, staff are to inform Regional Counsel as soon after the disclosure as practicable.

1. Institution	2. Type of Request Phone            In-Person	3. Date of request
4. Name of Inmate		5. Register Number
6. Name of Requestor	7. Organization/Address	
8. Information Requested		
9. Purpose of Disclosure		
10. (a) Information Released (Reason for release, e.g. State Law Enforcement Agency		
(b) Information Refused (If refused, give reason)		
11. Date Released/Refused:		
12. Information given by (Signature/Printed Name, Title)		