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Date: November 20, 2013

TO: DOC Legal Custodians

FROM: Bill Clausius, Department Legal Custodian

RE: Wavier of copying fees for Office of State Public Defender (OSPD)

The Secretary has decided that effective immediately the Department of Corrections is waiving the copying fees which would normally be charged to the Office of the Public Defender for copying fees related to the work the Office performs involving inmates or offenders.

This waiver applies to requests for copies of inmate, offender, and juvenile records, including health care records.

This waiver applies to requests from employees of the OSPD, as well as attorneys who are appointed to serve as public defenders.

In an effort to minimize over production of records, record legal custodians should work with the OSPD to narrow the request. The Department will work with the OSPD to develop standard record sets in response to standard requests for records.