

What kind of records are held by Corrective Services NSW?

Applicant factsheet

The Department of Justice holds records for a number of divisions including Corrective Services NSW (CSNSW). Correctly naming the type of record sought in a *Government Access (Public Information) Act 2009* (GIPA) application or subpoena/statutory order and providing specific timeframes for the information sought will enable faster processing times. CSNSW does **NOT** hold records relating to the functions of the **NSW Police Force** or **Justice Health**.

Formal applications for information can be made under the GIPA Act. Production of documents can be made under a subpoena/statutory order; you may be asked to explain the legal forensic purpose if it is unclear in the subpoena /order.

Knowing the purpose and type of CSNSW information will assist in processing requests as well providing a specific date range for the records:

- Offender Information Management System (OIMS) notes:** information about inmate behaviour, course/program information, information about contact with a CSNSW officer. Available for offenders in custody or under supervision of Community Corrections (formerly Probation and Parole).
- Case Management File:** this file contains records about the offender's time in CSNSW custody for example, information about classification reviews, case plans, care and placement information, misconduct reports and education certificates.
- Community Corrections Reports:** presentence reports, breach reports or pre-release reports.
- Education File:** may include certificates of courses completed and records generated by Education and Vocational Training.
- Psychology file:** can include psychology reports and progress notes.
- Visitor Record Reports:** show the dates, times and names of visitors who has visited the inmate while in custody. Please name the specific visitor and provide a specific timeframe.
- Conviction, Sentences and Appeals Report:** contains sentencing details, movements, punishment
- Urinalysis reports:** results of urinalysis testing. Will show date of testing and test outcomes.
- Warrant Files:** Contains records of inmate's bail conditions, orders, warrants, discharge checklists.

For more information and access to our GIPA application form visit:
<http://www.justice.nsw.gov.au/cont-act-us/access-to-information>