



DEPARTMENT FOR CORRECTIONAL SERVICES *Freedom of Information Act 1991*

The Department for Correctional Services receives applications pursuant to the *Freedom of Information Act 1991* (FOI Act). If you would like to obtain documents from the Department you must submit a current 2020 FOI Application Form or write (reference to the FOI Act) to the Manager Freedom of Information. Your request must be signed and dated.

What documents can I request?

You are entitled to request any document that is held by the Department; however, that does not mean the document will be released. There are 19 exemptions in Schedule 1 of the FOI Act which preclude information being released. For example, the exemptions safeguard confidential government and private information, and protect the public.

You are entitled to request a document that you believe contains your PERSONAL AFFAIRS; however, if the document contains information that is exempt it will not be released in full. Exempt information will be removed from the document and you will only receive the information that is not exempt.

Describing the document

You must CLEARLY identify the document that you want so it can be located. Using too many words to describe the document can make its identity confusing and result in undue delays. It would assist if you can provide specific dates, locations, corrections staff involved and where you believe the document is located.

How many documents can I request?

If you are requesting a waiver of the prescribed FEE only 2 hours of work will be allocated to your application. If more than 2 hours is required you will be asked to reduce the scope. If you do not reduce the amount of documents your application may be refused.

An example of 2-hours work is approximately a 20 page document.

If you pay the prescribed FEE after the first 2 hours of work you will be asked to pay further fees and charges to cover the cost of processing your application.

Medical Records

The Department does not hold medical records for prisoners. An application for medical records must be made (in writing) to:

SA Prison Health Service
Freedom of Information Office
Level 9A, The Queen Elizabeth Hospital
28 Woodville Road
WOODVILLE SOUTH SA 5011

Criminal History (contact SA Police), **Sentencing Remarks** (contact Courts)

Parole Board documents are exempt documents under Schedule 1 of the FOI Act. If you want Parole documents you must write directly to the Presiding Member of the Parole Board.

Fee: On 1 July 2020 the prescribed fee for an FOI request increased to **\$37.50**.

Enquiries If you have any queries about the FOI PROCESS please contact the FOI Unit on 8226 9324.