

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**Central Office (CO)**  
**SPP/SDP Records Request Certification**

I attest that I have made a due and diligent search of Department of Corrections Central Office for \_\_\_\_\_ OID \_\_\_\_\_. This certified copy of the following records are attached in response to your request.

Staff name and title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn before me on \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_

*(Initial – Yes or No)*

1.	<b>RACN Unit</b>	_____ YES	_____ NO
2.	<b>DOC Central Office:</b>	_____ YES	_____ NO
	<i>Base file</i>	_____ YES	_____ NO
	<i>Confidential File</i>	_____ YES	_____ NO
	<i>Medical Unit</i>	_____ YES	_____ NO
	<i>Psychology Unit</i>	_____ YES	_____ NO
	<i>Caseworker File</i>	_____ YES	_____ NO
3.	<b>Additional CO info:</b>	_____ YES	_____ NO
4.	<b>Archived (Microfilm):</b>	_____ YES	_____ NO
	<i>Base/Confidential/Medical/Psych/Caseworker</i>	_____ YES	_____ NO
	<i>Additional Archived info:</i>	_____ YES	_____ NO

YES: Complete record uploaded  
 NO: No record exists at this facility