

Master Record File Summary – Individual in Custody Request

To: Master File Summary Office
1301 Concordia Court
Springfield, IL 62794

I, \_\_\_\_\_, ID number \_\_\_\_\_,
Print Name
pursuant to 730 ILCS 5/3-5-1 request a summary of my master record file.

I understand the summary will contain:

- 1) Name, ethnic, racial, and other identifying information.
2) All digitally available information from the committing court.
3) All information in the Offender 360 system on criminal history.
4) Complete assignment history in the Department of Corrections.
5) Disciplinary card.
6) Records of all grievances filed on or after January 1, 2023.
7) I may also request additional records regarding up to 3 specific disciplinary incidents. I am requesting records regarding the following disciplinary incidents:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

- 8) I may also request available records about up to 5 specific grievances prior to January 1, 2023. I am requesting records regarding the following grievances:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

I acknowledge that I may request and receive one master record file summary per year.

Signature

Date

This request will be processed within 15 days of receipt of a properly executed form.