

**From:** [Julia Hannula](#)  
**To:** [AGO - Public Records Requests](#)  
**Cc:** [Wing Yew Lum](#)  
**Subject:** Formal Records Request for Incarcerated Individuals  
**Date:** Thursday, November 14, 2024 1:35:52 PM

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Dear Vermont Department of Corrections Records Team,

I am writing to formally request records pertaining to individuals who currently or historically have been incarcerated with a felony conviction within your state. This request is part of a collaborative project with multiple non-profits, aimed at understanding trends in incarceration for social good analysis.

To comply with your guidelines, I am seeking individual records that include the following details:

- **Full Name** of the incarcerated individual
- **Sentence Date**
- **Date of Birth (DOB)**
- **County** of conviction
- **Offense Date**
- **Confinement Type** and **Confinement Length**
- **Case Number**
- **Department of Corrections Number**

## Charge or Crime Type

- **Location** of confinement
- **Demographic Information** (such as race and gender)

These records will be used to conduct statistical analysis and will be handled per all applicable privacy and confidentiality laws.

If possible, please provide the records in electronic format, or let me know of any specific procedures or forms required to formalize this request. Should there be any associated fees, please inform us in advance.

Thank you very much for your guidance and assistance.

Warm regards,



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