



State of Delaware
Department of Correction
Data Request Form

Name:

Organization:

Job Title:

Email Address:

Phone:

Request Subject:

Date Needed by (Please allow at least 2 weeks for processing):

Please describe the purpose of the data request (i.e., required reporting, contract, education project, policy, etc.):

Please provide a brief description of the data you are requesting below. Include target population and variables requested.

Time Frame (i.e., data collected from July 1, 2012 until June 30, 2013):

Please note that the Department of Correction reserves the right to impose data provision fee in cases when significant staff/contractor time will be required to facilitate the extraction of requested data.

The requester will be notified of charges prior to data extraction.

The Delaware Department of Correction (DOC) reserves the right to modify or deny any data request. For more information about processes and procedures, please refer to DOC Policy 6.9 Research Activities (http://www.doc.delaware.gov/downloads/policies/policy_6-9.pdf). The DOC is committed to transparency and openness. If you are submitting requests to DOC under Delaware's Freedom of Information Act (29 Del. C. § 1000 et seq), please visit <http://www.doc.delaware.gov/foiaRequests.shtml> and use our Online FOIA Request Form.

Submit all data requests electronically to Samantha Zulkowski at samantha.zulkowski@state.de.us.

State of Delaware
Department of Correction
245 McKee Road
Dover, DE 19904
Telephone: (302) 739-5601