

## OPS CHAPTER 21 – OISC / Central Records

### 21.1 CONTACT INFORMATION

#### **Managers**

Rob Persson, Administrator: PH 503-570-6909

Kyle Page, Information Manager: PH 503-570-6920

Bethany Smith, Policy Manager: PH 503-570-6923

Dianne Erickson, Prison Term Analyst (PTA) Manager: PH 503-570-6934

Theresa Arendell, Institution Records Manager: PH 503-570-6924

#### **Information Staff**

Cathy Snider, Sealing Coordinator: PH 503-570-6935

Email: [cathy.snider@doc.state.or.us](mailto:cathy.snider@doc.state.or.us)

Mary Jenkins, Information Request Coordinator: PH 503-570-6930

Email: [mary.a.jenkins@doc.state.or.us](mailto:mary.a.jenkins@doc.state.or.us)

Grace Chen, Information Request Coordinator: PH 503-570-6921

Email: [grace.chen@doc.state.or.us](mailto:grace.chen@doc.state.or.us)

Information Staff: FAX 503-570-6902 or 503-570-6903

Front Desk: PH 503-570-6900 or 503-570-6919

#### **Miscellaneous**

OISC Email Address for Sending Scanned Documents: [OISC@doc.state.or.us](mailto:OISC@doc.state.or.us)

Physical Address: 24499 SW Grahams Ferry Road (Bldg Z)  
Wilsonville, OR 97070

## **21.2 STEPS TO LOCATE THE CASELOAD PRISON TERM ANALYST (PTA) BY OFFENDER**

From the CCSUPPORT Menu:

1. Select menu option 1. Offender Information
2. Enter the SID#
3. Choose F6=PTA Caseload

## **21.3 WEBSITE ADDRESS FOR LOCATING RULE 70 RECORDS MANAGEMENT (INMATE AND OFFENDER)**

[http://arcweb.sos.state.or.us/rules/OARS\\_200/OAR\\_291/291\\_070.html](http://arcweb.sos.state.or.us/rules/OARS_200/OAR_291/291_070.html)

## **21.4 REQUESTS FOR TEMPORARY SID TO PERMANENT SID**

If material has been sent to Central Records under a temporary (block) SID number, email Cathy Snider with the request to change the temporary SID number to the permanent SID number.

## **21.5 SEALED RECORDS**

Sealed records can also be called expunged or “set aside”. Upon receipt of a directive ordering records be expunged, all material referred to in the directive will need to be removed from all files (i.e. electronic files, microfiche etc). When sending sealing material to OISC, only include that material which is usually sent with a closing summary.

Please send all material that you’d like to have sealed to Cathy Snider’s attention (if not specifically addressed to Cathy, the material may get filed as opposed to sealed). Please place sealing order/judgment on top of the packet for easy reference.

## **21.6 SENDING RECORDS TO OISC TO BE SCANNED/MAINTAINED**

Central Records’ preference is that file material be forwarded to OISC all at once when the offender is discharged (see miscellaneous section above for email and physical addresses). It’s important that the closing summary is located on the top of the packet and please ensure all sex offender registration documents are included with the other material.

## **21.7 MPR SEX OFFENDERS**

When closing a file for sex offenders supervised as misdemeanors, please copy all material that you want included in the packet. Please ensure the SID number is listed on the top page of the material in the upper right-hand corner. Mark in bold letters MPR SEX OFFENDER and send to OISC. The packet should also include the Notification of Obligation to Register Form. Please do not submit any file material on misdemeanor sex offenders until the case is closed.

## **21.8 DOCUMENTS MAINTAINED BY OISC**

After Sentences Report (found in older files 1979 and earlier)

Appellate Orders

Compact Closing Letters

Conditions of Probation

Death Certificate

Discharge of Parole

Disciplinary Reports from the Institution

Facesheets

Judgments/Orders

Mental Health Offender Profile Reports

Mental Health Evaluation Report

Notification of Sentence Expiration

Parole/PPS Violation Reports

Parole Orders

Post Sentence Reports

Post Prison Supervision Orders

PSIs

Psychological Reports

Revocation Recommendations

Revocation Judgments

Sanction Reporting Forms

Sex Offender Registration Form

Temporary Judgments

The Minnesota Report

Weapons Notices

Order on Conditional Discharge/Diversion in Accordance with ORS 475.245

Additionally, please send any document which you believe would be important to retain as official file material.

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