Access to public documents

English translation of a request for Norwegian correctional authorities. Replace text in square brackets and delete options that do not apply. Send the request yourself to the correct unit; downloading sends nothing. Use a secure channel for sensitive information. Delete this guidance before submitting.

To: [Norwegian Directorate of Correctional Service/region/prison/probation office]

From: [name, optional for an ordinary public access request]

Reply address: [email/postal address]

Date: [date]

Request for access under offentleglova

Under section 3 of the Freedom of Information Act (offentleglova), I request access to the following case or cases of a specified type:

- Subject: [specify the subject, for example the use of security cells, handling of appeals concerning prison leave, document access, staffing, procurement or inspections].
- Unit/geographical area: [specify].
- Period: [from date to date].
- Known case, registry or document numbers: [if known].

Within this scope, I request [retain and specify the relevant items]:

1. Case documents, including their attachments, correspondence, decisions, recommendations, reports and follow-up material.
2. Current and relevant previous procedures, instructions, guidelines, training material and decisions delegating authority concerning the subject.
3. Inspection reports, audit reports, lists of non-conformities, evaluations and documentation of measures and follow-up.
4. Existing statistics and overviews. Specific statistics: [state what should be counted, the period and the desired breakdown]. If a new compilation can be produced from electronically stored information using simple procedures, I request this under section 9 of offentleglova.
5. Relevant budget, accounting, procurement and contract documents: [specify which].
6. The registry of documents or equivalent document list for [unit and period], so that I can identify further documents to request. This item is also a separate request for access to the registry.

The request concerns documentation of the organisation's activities. I am not requesting disclosure of information about prisoners, children, relatives or others that is subject to a statutory duty of confidentiality. If a document contains such information, please redact it and disclose the remainder where the law permits.

If you consider that parts of the request require clarification under section 28 of offentleglova, please give specific guidance on a workable way to define the scope. Please process the parts that are sufficiently specific without waiting for the remainder.

I request an individual assessment of the documents, partial access and consideration of discretionary disclosure under section 11 of offentleglova where permitted. If access is refused in whole or in part, please provide written reasons stating the precise legal basis and information on the right to appeal and the appeal deadline, in accordance with section 31. If confidentiality is relied upon, please also identify the provision imposing that duty.

I would like electronic copies of the documents under section 30, preferably searchable PDF files and tables in their existing spreadsheet format where these may be provided. Large quantities may be disclosed in stages. Please process the request without undue delay, in accordance with section 29.

Yours faithfully

[name, if desired]