

**Agency Records
Request Letter**

Re: State of Ohio v.

Dear Madam/Sir:

Please be advised that _____ is representing _____ in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In an effort to properly represent Mr. _____, we are requesting that you provide us with any and all of his agency records. These records should include, but are not limited to:

- Admission and release dates;
- Reason and source for referral/placement;
- Reports, notes;
- Psychological testing and results;
- Programs involved in (treatment plan) and notes;
- Individual, group, or family counseling she/he may have been involved in, including social worker's name plus notes, reports and programs of involvement;
- Any medical problems and treatment;
- Doctors and/or nurses notes and list of medication prescribed;
- Disciplinary action(s) taken and/or special recognition or achievements while placed in your program;
- Agency or caseworker's prognosis for client upon termination including placement/release plans;
- Any other records.

To assist you in locating these records, Mr. _____ birthdate is _____ and his social security number is _____.

It is our understanding that Mr. _____ was involved in your agency in October of 1999.

In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified.

Please certify the records.

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail these records to my attention as soon as possible.

Sincerely,

Enclosure