

PRISON INFORMATION PROJECT
prison.info.project@umich.edu

c/o Prof. Margo Schlanger
910 Legal Research Building
625 South State Street
Ann Arbor, Michigan 48109-1215

June 28, 2014

Mr. Dave Delicath
123 Capitol Building
200 West 24th Street
Cheyenne, WY 82002

Re: Request Related to Prisoner Grievances and Prisoner Correspondence

Dear Mr. Delicath:

We are University of Michigan Law School students conducting a research project (the Prison Information Project) on prisoner grievance and correspondence/publication procedures in throughout state prison systems. As part of our project, we are requesting public records from various state departments of corrections. Our request is made under the Wyo. Stat. § 16-4-201 *et seq.*

The goal of our project is to increase public awareness and enhance the public interest through the collection, analysis, and dissemination of information regarding prisoner grievance procedures and correspondence/publication guidelines. To that end, the Prison Information Project requests the following documents:

Records Requested

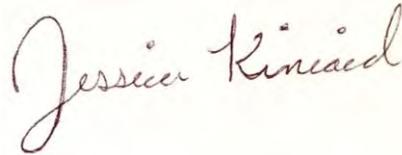
1. Any current prisoner handbooks or manuals (including any inmate orientation handbook or manual), system-wide or institution-specific.
2. Any record, created or updated from 2003 to the present, tallying or reporting:
 - The number of grievances filed and resolved each year.
 - The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, health care, use of force, etc., and including both ordinary and “sensitive” complaints such as those involving allegations of staff misconduct).
 - Grievance outcomes or resolutions each year, by subject matter category and year.
 - Statistics or data on length of time to resolve grievances, by subject matter category and year.
 - I am not requesting individual grievance records. I am only requesting records that summarize, aggregate, or compile grievance data.

Our preferred form for public records is digital copies (such as Word files or PDFs), sent as email attachments or via fax. However, if records are only available in paper form, or if transferring to a digital form would incur a cost, please let us know.

The Prison Information Project requests a response to these requests within five business days. Should you determine that any of the information requested is exempt from disclosure, please provide us with a notification citing the legal authorities on which you rely.

We anticipate that the records we are requesting are readily available and will not require excessive staff time or resources. Because we are conducting this research on behalf of a public university and intend to use the information for educational purposes we are requesting a fee waiver. If you believe the fee waiver does not apply, please notify us before processing this request.

Yours,

A handwritten signature in cursive script that reads "Jessica Kincaid". The signature is written in a dark ink and is positioned above the typed name and contact information.

Jessica Kincaid
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