

# RECORDS CHECKLIST

## 1. Education

- Day Care or Head Start or Pre-School
- Elementary School
- Junior High School
- High School
- GED
- Job Corps, Urban League or other job training
- Community College or College/University
- Graduate School
- Transcripts
- Medical/Nurse's Notes/Immunization history
- Psychological testing or assessments
- IEPs
- Standardized test scores
- Attendance
- Special education testing or classes
- Disciplinary action
- Yearbook (Names/photos of classmates, faculty, & staff)
- Awards
- Documented participation in extracurricular activities/sports
- State Board of Education
- Report cards
- IQ Testing

## 2. Employment

- Applications
- Attendance
- Job assignments
- Testing
- Performance evaluations
- Med/psych evaluations
- Relocations
- Pay
- Names of managers
- Social security tax
- Disciplinary
- Social Security Earnings

## 3. Social Service (individual & family)

- Food stamps
- WIC
- Welfare
- AFDC/TANF
- Counseling
- Referrals
- Med/Mental health treatment

- Adoption
- Foster homes–placement/discharge reports
- Progress reports
- Med/education/mental health/intelligence evaluations
- Private social service agencies, i.e., Big Brothers, Boys Club
- DHS
- Public housing
- Shelters
- Medicare
- Lead reports (task forces or community groups)
- Halfway house
- Boot camps
- Residential placement

#### 4. Medical

- Birth records (including mom's records)
- Childhood immunizations
- Private physicians
- Medications/pharmacies
- Dentists
- Clinics
- Hospitals
- tattoos
- accidents, broken bones, scars, fights, falls
- sleep patterns
- drug/alcohol/tobacco
- health insurance
- ambulance/paramedic
- ER
- Other government agencies where might have received treatment
- Health Insurance info - health and pharmacy
- Check for superfund sites in area/neighborhood research

#### 5. Psychological & psychiatric

- Community mental health clinics
- Private doctors & counselors
- Hospitals
- Substance abuse facilities
  - Intake evaluations
  - Treatment interventions
  - Medication logs
  - Physician/nurse progress notes
  - Referrals
  - Discharge reports
- Research studies
- Psychological testing
- Social work/counselor

#### 6. Criminal–Juvenile/Youth agency

- Defense counsel's files
  - Pre-trial intervention
  - Community service
  - Juvenile detention
  - Med/ed/intelligence evaluations
  - Treatment plans
  - Field & progress notes
  - Referrals
  - Court files
  - Psychological evaluations
  - Court transcripts
7. Criminal-Adult
- Police, Sheriff, & FBI
  - Jail/prison
    - Psych, ed, and med evaluations & notes
    - Daily progress notes
    - Disciplinary reports
    - Work assignments
    - Classification reports
    - Vocational, ed, religious, & honor programs
    - Religious reports
    - Visitation logs
    - Phone Log
  - Court records
  - Court transcripts
  - PD/prosecution files
  - Other attorneys
  - Crime lab reports/notes
  - Physical evidence
  - Record on Appeal
  - Appellate filings
  - Co-defendant/accomplice court files
8. Probation/Parole
- Pre-sentence investigation
  - Field notes
  - Family/social history
  - Conditions of supervision & violations
  - Conditions of release from supervision
9. Immigration & Naturalization Services
- Application
  - Hearing transcripts
  - Findings
  - Orders
  - Reports
10. Media/Etc.
- Newspapers

- Periodicals
  - News footage
  - Obituaries
  - Birth announcements
  - Internet - social media, google, tv shows (about neighborhood, etc), documentaries
  - University libraries, research centers (especially sociology or psych department)
  - Local library
  - Mapping and census data (neighborhood studies, crime rate, public assistance numbers)
11. Legal—Other court records
- Client & family divorce
  - Family court (sometimes family has documents)
  - Child custody/paternity/support
  - Bankruptcy filings or debt collection
  - Name changes
  - Marriage
  - Civil suits
  - Other attorney files
  - Business affiliations
  - Real estate transactions
  - Insurance policies
  - Financial holdings
  - Death certificates/autopsy reports
  - Birth certificate & other vital records (see CDC website)
  - Magistrate
  - Traffic
  - Workers' compensation
  - Driver records
  - Fire Department
  - Professional licenses
  - Voter registration
  - Passport records
  - Social Security number application
  - IRS
  - Social Security - disability
  - INS Records
  - 911 Tapes, police data/arrest reports
  - Police runs to the house - dispatch logs & incident reports
  - Crime lab - including raw data
12. Religion
- Baptism certificate
  - Attendance & participation
13. Military
- Personnel & medical
  - Dependant
  - Selective Service
  - VA

14. Family records

- Military
- Criminal histories
- Marriage/divorce
- Psych problems
- Addiction problems
- Diaries, photo albums, historical data compiled by family, family records, baby books, scrapbooks, etc.
- Funeral records
- Police reports
- Census
- natural disaster
- parent/caretaker work records (to research toxins, etc.)

15. FOIA

- Federal/FBI
- State