



Executive Office of Public Safety and Security
Department of Criminal Justice Information Services

iCORI General Training For Individuals



CORI IS....

Criminal Offender Record Information

CORI consists of records and data in any communicable form compiled by a Massachusetts criminal justice agency about an identifiable individual that relate to:

- Nature or disposition of a criminal charge,
- An arrest,
- A pre-trial proceeding,
- Other judicial proceedings,
- Sentencing,
- Incarceration,
- Rehabilitation,
- Release

Does not include juvenile criminal history, except for charges on which a juvenile was adjudicated as an adult.



How is the CORI Record Created?

The information contained in a CORI record provided by the DCJIS is originally created by the Trial Court.

Only Trial Court staff can change this information. **The DCJIS cannot change entries contained in the CORI database.**

Trial Court staff record what happens every time an individual appears in court. This data is sent electronically to the DCJIS nightly.



What is CORI Reform?

On August 6, 2010, the Governor signed into law Chapter 256 of the Acts of 2010, commonly known as CORI Reform, making significant changes to the CORI law.

The law changes who will have authorized access to CORI and how CORI will be accessed.

Most of the CORI Reform provisions went into effect on May 4, 2012.



Individual Access to CORI

Individuals will be able to register under the following categories:

- **Open CORI:** provides you with the ability to request CORI for members of the public.
- **Personal CORI:** provides you with the ability to request your own CORI.
- **Advocate, Guardian, or Representative:** provides you with the ability to request CORI on behalf of someone else.
- **Attorney:** provides you with the ability to request CORI on behalf of a client.
- **Private Landlord:** provides you with the ability to request a CORI for a current or prospective tenant.



What is Open Access?

- Open Access is the level of access that is available, for a fee, to any member of the general public.
- The following information will be provided, if available, in response to Open Access requests:
 - All convictions for murder, manslaughter, and or sex offenses;
 - All misdemeanor convictions where either the disposition date or incarceration release date, whichever is later, occurred within one year of the date of the request;
 - All felony convictions where either the disposition date or incarceration release date, whichever is later, occurred within two years of the date of the request;
 - All convictions for felonies punishable by five or more years in state prison, where either the disposition date or the incarceration release date, whichever is later, occurred within ten years of the date of request.



What is Personal Access?

Personal access is the level of access individuals have to their own CORI.

All of the following will be included in a response to a personal request:

- All adult convictions;
- All adjudications for juvenile offenses charged as an adult;
- All non-convictions;
- All pending cases;
- All civil and non-incarcerable offenses

Responses will not include any sealed cases or any other juvenile offenses.



What is Private Landlord Access?

Private landlords may access CORI to screen prospective and current tenants.

Private landlords will receive the following:

- All convictions for murder, manslaughter and sex offenses;
- All misdemeanor convictions where the disposition date, or incarceration release date, whichever is later, occurred within five years of the date of the request;
- All felony convictions where the disposition date, or the incarceration release date, whichever is later, occurred within ten years of the date of request; and
- All pending offenses.



CORI Policy Requirement

- Any individual employer or private landlord that submits five or more CORI requests annually shall maintain a CORI policy which must meet the minimum standards of the DCJIS model CORI policy .
- The DCJIS has posted a Model CORI Policy to its web site at mass.gov/cjis.
- A CORI policy may be developed and maintained regardless of the number of CORI requests conducted.

Adverse Employment & Housing Decisions Based on CORI



Before an individual employer or private landlord makes an adverse decision based on a subject's CORI, the employer/landlord must:

- Notify the applicant in person, by telephone, by fax, or by electronic or hard copy correspondence of the potential adverse employment/housing action;
- Provide a copy of the applicant's CORI to the applicant;
- Provide a copy of the employer's CORI Policy, if applicable;
- Identify the information in the applicant's CORI that is the basis for the potential adverse action;
- Provide the applicant with the opportunity to dispute the accuracy of the information contained in the CORI;
- Provide the applicant with a copy of the DCJIS document entitled "Information Regarding the Process for Correcting CORI"; and
- Document all steps taken to comply with these requirements.



Secondary Dissemination Logs

Because all iCORI responses are confidential, any dissemination of CORI must be logged in a secondary dissemination log.

Secondary dissemination logs may be kept in hard copy or in electronic form and it must contain:

- The subject's name;
- The subject's date of birth;
- The date and time of dissemination;
- The name of the person to whom the CORI was disseminated along with the name if the organization for which the person works, if applicable; and
- The specific reason for dissemination.

Secondary logs are subject to audit by the DCJIS.



Self Audits

Individuals can see what non-law enforcement entities have requested their CORI.

Individuals can determine if CORI checks were run prior to an interview or job rejection.

Self-audits will can be used to determine if someone improperly accessed CORI.

CORI Violation Penalties

Civil - Fine

- First Violation: \$1,000
- Second Violation: \$2,500
- Third or Subsequent: \$5,000

Criminal - Incarceration

- 1 year in a house of correction and/or up to a \$5,000 fine.
- Juvenile criminal history violations; up to a year in a house of correction and/or a \$7,500 fine.
- If the offender is a business, the maximum fine is \$50,000 for each offense. For a juvenile record infraction, the maximum fine for a business is \$75,000 for each offense.



CORI Availability and Security

- Users must log in to view results which will remain available in iCORI for 6 months.
- All information contained iCORI responses is **confidential!** Unlawful access to or dissemination of CORI may result in civil or criminal penalties.
- Any CORI information stored electronically must be password protected and encrypted.



Need Help with iCORI?

If you have questions or need technical help with iCORI, contact DCJIS at:

By telephone
(617) 660-4640

By email
icori.info@state.ma.us