

*Department of Justice Office of the Inspector General
Investigations Division
Transcription/Language Translation Request Form*

**Section I. To be completed by the requesting office.
Transcription and language translation cannot be combined on the same request form.**

Date	8/19/2019	Case Number	2019010614
Office Phone	[REDACTED]	Case Agent Duty Station	NYFO
Turnaround	05-business day \$2.89/page	Case Agent	[REDACTED] (OIG)
"TXT" file	Select...	Index/ condensed transcript	Select...
Service Requested	Transcription	Language	Select or type...
Office SAC/ASAC	[REDACTED] (OIG)		

Full Name of Recording Subject	Date of Recording	Exact Length of Recording	Type of Recording	Final Pages
[REDACTED]	8/12/2019	00:12:55	Interview - Audio	
[REDACTED]	8/12/2019	01:28:03	Interview - Audio	
-				
[REDACTED]	8/12/2019	00:06:57	Interview - Audio	

All electronic files must follow the below file name format:
Case Number (no dash), Subject Last Name, Recording Date
Example: 2018001234 Doe 10/23/18

Names and Unfamiliar Terms	SHU, Epstein, MCC,
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Section II. OFFICE SAC/ASAC APPROVER

The transcription request described above is approved, subject to further approval of any applicable language translation estimate.

Name: [REDACTED] (OIG)	Status: Approved	Date: 9/20/2019
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Section III. ASB USE ONLY

Name:	Status:	Date:
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Dick-Shannon, Charlotte (OIG)

Approved

2019-09-23

Received by: I hereby certify the transcription request described above has been received.

Signature:

Date:

Total Pages:

AIG/I Approval: The transcription request described above is approved.

Signature:

Date:

Section IV. Transcriber

Name of Transcriber:

Total Pages:

I hereby certify that I have transcribed the transcription described above.

Signature:

Date:

Total Recording Length

108 minutes

Current Estimated Cost

\$468.18

Cumulative Cost

0

Actual Cost

Form v1.0 Rev 10/1/2017