

## FOIA COMPLETION EFTS CHECKLIST

1. **LOOK AT REQUEST** (and if necessary subsequent requester correspondence).
  - \_\_\_ a. Did requester seek expedited processing (If so document on request tab plus whether granted or not if a determination was made.)
  - \_\_\_ b. Did requester seek fee waiver? (If so document on Fee Tab)
  - \_\_\_ c. Were there fee issues? (If so document on Fee Tab)
  - \_\_\_ d. Were there scope issues? (If so document on Request Tab)
  - \_\_\_ e. Is requester info as complete as possible – Title, Org., Phone #, Type, etc.?
  - \_\_\_ f. Double check Date of Request, and of Receipt.
  
2. **LOOK AT ACKNOWLEDGEMENT LETTER**  
**ACKNOWLEDGMENT TAB:**
  - \_\_\_ g. Make sure correct date and “Yes” indicated.
  - \_\_\_ h. Make sure fee category agrees with info on fees, requester page.
3. **LOOK AT FINAL LETTER**  
**RESPONSE/CLOSE TAB:**
  - \_\_\_ i. Compare with Response/Close Tab. Type of Disposition -Total Grant, etc.
  - \_\_\_ j. Pages released if any; Pages Denied, if this is a Denial Disposition
  - \_\_\_ k. Exemptions if applicable (including drop-down info for Ex. 3)
  - \_\_\_ l. Solicitor Name if applicable
  - \_\_\_ m. Date Completed
  - \_\_\_ n. Records disposition date**ATTACHMENTS TAB:**
  - \_\_\_ o. Request? Any substantive correspondence out.. BUT ONLY IF NON-PRIVACY.**FEES TAB:**
  - \_\_\_ p. Correct fee category same as h. - (matches letter, or explain in Comments)
  - \_\_\_ q. Correct info, willing to pay fee – update if differs from original request
  - \_\_\_ r. Correct info, Amount if willing to pay fee and Amount was provided
  - \_\_\_ s. Hours for Search/Rev. in right levels (Clerical, etc.(Match ltr, or Comment)
  - \_\_\_ t. Total Pages if applicable paper copies sent.
  - \_\_\_ u. Misc. Cost if applicable (Match letter, or provide comment) CHECK BOX!
  - \_\_\_ v. Whether Fee Billed, amt. and date, if applicable (Match ltr, or comment)**REQUESTER TAB:**
  - \_\_\_ w. Info on correct side (home versus business); CORRECT SPELLING.
  - \_\_\_ x. All available info entered, fee category correct (Duplicates e. and h. above)**REQUEST TAB:**
  - \_\_\_ y. Extension taken? If so REASON for Extension;.ensure requester got written notice.**BASIC FORM TAB:**
  - \_\_\_ z. Double check Processing Type (Simple, Complex, Expedited, etc.)
  - \_\_\_ aa. Double check Type of Request (Privacy? Sensitive? Doc Referral?)
  - \_\_\_ ab. Subject readable; spelled correctly; in Comments if incomplete. ACCN# ?
  - \_\_\_ ac. Change DUE DATES if holidays happened, or received & Perf.dates differ
  - \_\_\_ ad. Final data correct: PERFECTED DATE in; COMPLETED vs. CLOSED.

**SAVE.**