

STATE SAMPLE TRACKING SPREADSHEET
FOR FOIA COORDINATORS

* Denotes required field pursuant to §3.3.3 of policy

Date Written Request Received By Agency*	Requesting Party & Contact Information*	Response Required By [15 business days from date of request]	Information Requested	Does the request seek non-custodial records from DTI, OMB or any other agency?* If “yes,” include name of any person contacted in outside agency and date of contact.* Include date of cost estimate provided by outside agency.	If non-custodial records were provided by another agency, provide the date of receipt by Agency.*	Date of Agency's Internal Review(s)*	Internally Reviewed By*	Date of Agency Response to Requesting Party Under §3.4 of Policy*	Were all requested records provided on date of Agency's response under §3.4? If “no,” state why.*	If all requested records were not provided as of date of Agency response under §3.4, provide date upon which records provided.*	Copying Fees (Note-1 st 20 pages free)	Administrative Fees (Note-1 st hour free)	Date of Final Disposition*
23 November 2016	American Rising, LLC Attn: Allan Blutstein [REDACTED]	28 November 2016	Certain service/personnel records of Earle Jaques, a retired member of the Delaware Air National Guard. Specifically, seeking records reflecting Jaques's service/employment history, training and education, and decorations, medals and awards	Does not require Agency to collect non-custodial records	N/A	24-27 November 2016	LTC Roy Hilferty SSG Nicole Williams	28 November 2016	No- agency did not have custody of any records relative to request	N/A	N/A	N/A	28 November 2016