

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 <sup>st</sup> 20 pages free)	Administrative Fees (Note-1 <sup>st</sup> hour free)	Date of Final Disposition*
5 March 2017	Frankie Polaczek Public & Private Sector Solutions [REDACTED]	7 March 2017	Copies of any PC purchase orders with connected quotes made by the Delaware National Guard agency dated from 02/06/16-03/06/17	Does not require Agency to collect non-custodial records	N/A	7 March- 10 April 2017	LTC Roy Hilferty WOC Nicole Williams	12 April 2017	No- request was denied due to requester not being a resident of Delaware and not authorized to request access to State of Delaware public records under Delaware FOIA	N/A	N/A	N/A	12 April 2017