

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*
13 Feb 15	Randall Chase [REDACTED]	17 Feb 15	Records Requested: Pursuant to the Freedom of Information Act, 29 Del. Code 100, I am requesting that the Delaware National Guard provide me access to and/or copies of the following public records, as specified more particularly by 29 Del. Code 100 Sec. 10003 (g)(3). As a professional journalist working for a nonprofit organization in the public interest, I am requesting that any fees associated with my FOIA request be waived, although the provision of the public records I am seeking is not contingent on any such waiver. Please let me know promptly if you have any questions. I thank you in advance for the prompt provision of the public records I am seeking. Thank you, Randall Chase The Associated Press 302-674-3037 _ Please provide a copy of the document tracking all FOIA requests received by the Delaware National Guard from Jan. 1, 2014 to the present. As defined by statute, the document must include at a minimum, the requesting party's contact information, the date DNG received the request, DNG's response deadline, the date of DNG's response (including the reasons for any extension), the names, contact information and dates of correspondence with individuals contacted in connection with requests, the dates of review by DNG, the names of individuals who conducted such reviews, whether documents were made available, the amount of copying and/or administrative fees assessed, and the date of final disposition. Contact if cost greater then: \$25	Does not require Agency to collect non-custodial records	N/A	18-20 Feb 15	MSG Thomas Lucas, LTC Roy Hilferty and SFC Nicole Williams	17 Feb 15	Yes	N/A	N/A	N/A	23 Feb 15
11 Aug 15	Mr. Rob Davis The Oregonian [REDACTED]	3 Sep 15	All industrial hygiene inspection reports (including attachments) submitted to the state since Jan. 1, 2012 for any armory with an open, closed or converted indoor firing range. . All industrial hygiene inspection reports (including attachments) submitted to the state since Jan. 1, 2012 for any open, closed or converted indoor firing range at				MSG Thomas Lucas, LTC Roy Hilferty	3 Sep 15					

