

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*
30 January 2018	Leary Pittman [REDACTED]	12 February 2018	Shoulder sleeve insignias originally approved for Headquarters and Headquarters Detachment, as well as for 261 st Signal Command of Delaware	Does not require Agency to collect non-custodial records N/A	N/A	12-15 February 2018	COL Roy Hilferty WO1 Nicole Williams	12 February 2018- emailed requester to discuss details regarding request	No- requester did not provide a valid mailing address until 10 April 2018	N/A	N/A	N/A	12 April 2018