

FOAA PROCEDURE CHECKLIST

ACTION	COMPLETED BY	DUE	DATE COMPLETE	DOCUMENTS
Send copy of FOAA request to FOAA log coordinator	AAG	Immediate upon receipt		Copy of Request
Inform Division Chief, Public Access Officer, OAG Press Contact	AAG			
Identify and inform other OAG employees with responsive records	AAG or Public Access Officer			
Send written acknowledgment of receipt to requester 1. Estimate of time for response 2. Clarification 3. Estimate of fees 4. Confirmation to proceed if fees >\$30 5. Waiver Request to AG/Deputy AG for review	AAG	Within 5 working days of receipt of request		Acknowledgment/ Estimate Letter
Receive confirmation to proceed from requestor if > \$30 fee	AAG	Within 30 days of fee estimate		
Search for responsive records	AAG			
Review and redact	AAG			
Send written notice of denial to requester 1. Initial general denial 2. Supplemental specific denial if necessary	AAG	Within 5 working days of receipt of request		Notice of Denial Letter Supplemental Denial
Provide access to public records 1. Inspection 2. Copies (paper or electronic)	AAG	Within reasonable amount of time		Response Cover Letter
Time and Expense Billing 1. Staff time, actual costs, copying fees recorded 2. Invoice prepared by FOAA log coordinator	AAG FOAA Log Coordinator			Time and Expense Template Invoice
Close the FOAA request 1. Inform Division Chief, Public Access Officer, OAG Press Contact 2. Email FOAA Log Coordinator stating nature of final response (see options) 3. FOAA Log Coordinator enters date of closure in database	AAG FOAA Log Coordinator			FOAA Log to list one of following options: • no responsive records • records produced • denial • partial denial • referral to another agency • request withdrawn