



FOA PROCESSING FORM

***TO BE COMPLETED BY STAFF WITH RECORDS RESPONSIVE TO A FOA REQUEST
AND ROUTED TO THE DEPARTMENT FOA COORDINATOR **

BUREAU (check one):

- Office of the Commissioner
- Bureau of Air Quality
- Bureau of Land
- Bureau of Water Quality
- Bureau of Remediation and Waste Management

EMPLOYEE NAME: [Click here to enter text.](#)

NAME OF REQUESTER: [Click here to enter text.](#)

SUBJECT OF REQUEST: [Click here to enter text.](#)

PLEASE CHECK BELOW INDICATING THAT THE FOLLOWING HAVE BEEN COMPLETED:

Document Identification:

- Hand-Search of Paper Records Pursuant to section 5.5 of the [FOA SOP](#).
 - Search for Electronic Mail Pursuant to section 5.5
 - Search for Other Electronic Records Pursuant to section 5.5
- Were responsive records identified? Yes No

Identification of Records Not Subject to Public Access:

1. Records to be identified and removed or redacted by individual staff:

- Reviewed file for records claimed or designated "CONFIDENTIAL" pursuant to section 5.6.1.2
 - Reviewed file for records containing the identity of an informant or identifying information concerning an informant pursuant to section 5.6.213
 - Reviewed file for records containing personal contact information pursuant to section 5.6.1.4
 - Reviewed file for records containing personnel information pursuant to section 5.6.1.5
- Reviewed file for other records confidential by statute pursuant to section 5.6.1.1. If another exception is applicable, provide the citation for the authority: _____

Were privileged records removed or redacted? Yes No

If yes, records or portions of records not subject to public access removed or redacted and listed in an exceptions log.

2. Records to be reviewed by individual staff and segregated for assessment by the Bureau FOA Coordinator and AG:

- Reviewed file for records protected as work product pursuant to section 5.6.2.1
- Reviewed file for records protected by the attorney-client privilege pursuant to section 5.6.2.2
- Reviewed file for records containing trade secrets pursuant to section 5.6.2.3

Were records identified and segregated for assessment? Yes No

If yes, records were flagged and provided to the Bureau FOA Coordinator for assessment.

Completed review of records under section 6(b) and sent records that are not confidential or privileged to the staging area on the following date: [Click here to enter text.](#)

INFORMATION NECESSARY FOR THE DEPARTMENT TO SEEK COST RECOVERY IS AS FOLLOWS:

Time spent searching for and compiling records: Hours: [Click here to enter text.](#) Minutes: [Click here to enter text.](#)

Copies made: Black & white: [Click here to enter text.](#) Color: [Click here to enter text.](#)

FORWARD TO DEPARTMENT FOA COORDINATOR UPON COMPLETION