

FOA PROCEDURE CHECKLIST

ACTION	COMPLETED BY	DUE	DOCUMENTS
Send copy of FOA request to Office's FOA Tracking System Seatholder	Recipient of FOA Request	Immediate upon receipt	Copy of Request
Inform Office Management	Recipient of FOA Request	Immediate upon receipt	Copy of Request
Create issue in FOA Tracking System	Seatholder	Immediate upon receipt	
Inform Commissioner's Office (General Counsel, Director of Communications, Senior Legal and Policy Advisor)	Seatholder or Office Management	Immediate upon receipt	Copy of Request
Identify and inform employee(s) responsible for response	Seatholder or Office Management		
Send written acknowledgment of receipt to Requester (if not immediately providing responsive records) <ol style="list-style-type: none"> 1. Provide estimate of time and cost for response (may be sent separately within a reasonable period of time) 2. Request clarification (if necessary) 3. Request confirmation to proceed if estimated cost >\$30 or request payment if estimated cost >\$100 4. Denial of request (if applicable) 	Assigned Office Employee	Within 5 working days of receipt of request	Acknowledgment/ Estimate Letter
Send copy of Acknowledgment/Estimate Letter to Seatholder	Assigned Office Employee		Acknowledgment/ Estimate Letter
Update issue in FOA Tracking System	Seatholder		
Receive confirmation to proceed if cost > \$30 or receive payment if > \$100	Assigned Office Employee	Within 30 days of estimate	
Search for responsive records	Assigned Office Employee		
Review and redact responsive records	Assigned Office Employee, Office Management, Commissioner's Office		

Send written Notice of Denial to Requester 1. If confirmation or payment not received 2. If all responsive records are confidential	Assigned Office Employee		Notice of Denial Letter
Send (or provide access to) public records to Requester	Assigned Office Employee	Within reasonable amount of time	Response Cover Letter and Responsive Records
Send invoice to Requestor (if there is an unpaid cost which has not been waived)	Assigned Office Employee, Seatholder, or Office Management		Invoice
Send copy of Notice of Denial or Response Cover Letter and Responsive Records to Seatholder	Assigned Office Employee		Notice of Denial or Response Cover Letter and Responsive Records
Update and close issue in FOA Tracking System	Seatholder		