

FOIA CASE WORKSHEET
CASE FILE NO: _____

1. ACTIONS TAKEN ON REQUEST: (Check all blocks that apply)

_____ Granted in Full

Other Reason(s) for Not Granting Request in Full:

- (1) _____ No Records
- (2) _____ Request Referred to Another Agency
- (3) _____ Request Withdrawn
- (4) _____ Not Processed for Fee Related Reason
- (5) _____ Desired Records Not Reasonably Described
- (6) _____ Not Proper FOIA Request For Some Other Reason
(Requester failed unreasonably to comply with procedural requirements, other than those fee-related issues described above)
- (7) _____ Not an Agency Record
- (8) _____ Duplicate Request
- (9) _____ Other (Specify) (FOIA request cannot be processed because the requester did not comply with published rules, other than those described above).
Specify reason: _____

(10) _____ Request Denied
_____ Denied in Part _____ Denied in Entirety

2. EXEMPTION(S) CLAIMED IN DENIAL LETTER (Check all that apply):

- | | | |
|--------------|-----------------|--------------|
| _____ (b)(1) | _____ (b)(7)(A) | _____ (b)(8) |
| _____ (b)(2) | _____ (b)(7)(B) | _____ (b)(9) |
| _____ (b)(3) | _____ (b)(7)(C) | |
| _____ (b)(4) | _____ (b)(7)(D) | |
| _____ (b)(5) | _____ (b)(7)(E) | |
| _____ (b)(6) | _____ (b)(7)(F) | |

TOTAL EXEMPTIONS CLAIMED: _____

3. COMPLETE THE FOLLOWING IF YOU INVOKED EXEMPTION (b)(3) IN ITEM (2) ABOVE:

IDENTIFY EACH STATUTE(S) CLAIMED	STATUTE UPHELD IN COURT? (Y/N)	PRECISE DESCRIPTION OF DENIED INFORMATION (BY STATUTE)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. REMARKS: _____

