FOIAonline

Request Details
Quick Reference Guide

Accessing a FOIA Request

The **Request Details** page displays specific information about a FOIA request. It is accessed by clicking on the Tracking Number link (e.g. FOIA-2012-000111) of a request. Tracking numbers are located in the **My Cases, Unassigned,** and **Assigned** dashboards.

Status of a Request

A request can have the following statuses: **Submitted, Initial Evaluation, Assignment Determination, Estimate Costs(optional), Research Records, Evaluation of Records, Final Preparation of Response, Withdrawn,** and **Closed.**

(A) Displays the current status of the request
(B) Request Due Date
(C) Indicates the number of days elapsed since the clock started
(D) Indicates the current phase of the request; Phases are viewable to the public

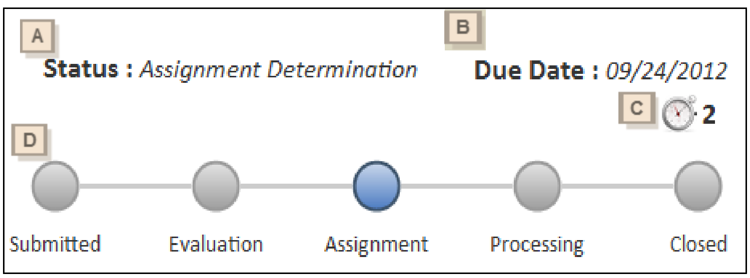

Figure 1: Status of a FOIA request

The status changes to **Assignment Determination** upon the first assignment to an organization or an individual.

1) **Estimate Cost** – optional status that displays when the estimated cost is entered
2) **Research Records** – displays when first responsive record is uploaded to the case file
3) **Evaluation of Records** – displays when the first exemption or exclusion is applied to an uploaded record
4) **Final Preparation of Response** – displays when the **Begin Closeout process** is initiated
5) **Withdrawn** – displays when a registered public user withdraws the request
6) **Closed** – displays when the **Final Disposition Notice** is sent to the requestor

Viewing Requestor Information

(A) Click icon to view more information
(B) Click icon to edit the information
(C) Click the **SAVE CHANGES** button that is displayed at the bottom of the page (not shown in Figure 2) to confirm the changes

Figure 2: Requestor Information

Request Details Sub Tabs

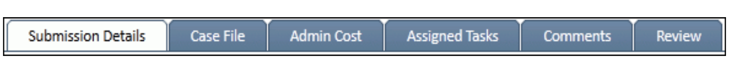

Figure 3: Request Details Sub Tabs

Submissions Details

The **Submissions Details** tab is the default tab displayed on the **Request Details** page. It consists of three sections:

(A) Request Handling,
(B) Request Description, and
(C) Attached Supporting Files

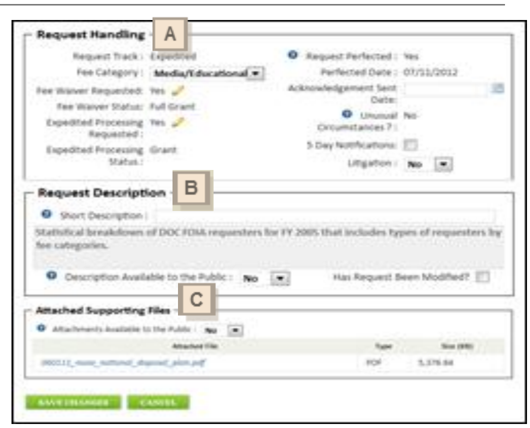

Figure 4: Submission Details Screen

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Case File

The **Case File** tab displays the **Direct URL** of the case file and the **Case Categorization** and **Initiation Section**. The URL can be provided to the public in order to access their request details.

Case File Sub Tabs

(A) Records – contains all records that have been uploaded. Records can be downloaded, published, edited, and removed from this tab

(B) Consultations – any associated consultations created in the system are displayed

(C) Correspondence – all associated correspondence including notifications can be accessed under this sub tab

(D) Appeals –all appeals associated with the request are displayed

(E) Invoice – contains a PDF of one or more invoices

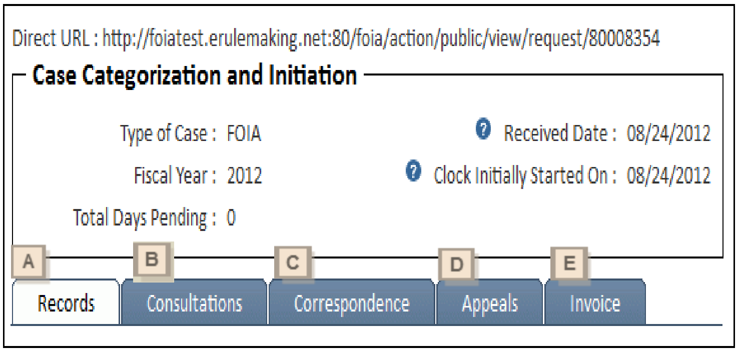

Figure 5: Case File sub tabs

Admin Cost

Admin Cost tab is utilized to enter the costs associated with processing the FOIA request.

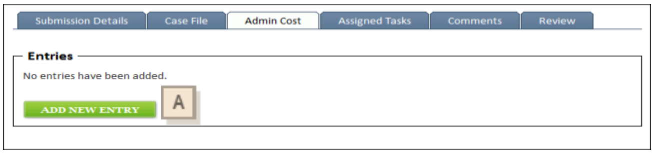

Figure 6: Admin Cost tab

(A) Access the **Admin Cost** tab and click on the **Add New Entry** button

(B) Select the **User Type** from the dropdown menu (e.g. Agency User or Non-system User)

(C) Click icon to select the user if not the current user
Note: name of user currently logged in is displayed by default

(D) Click icon to modify the **Charge Date**

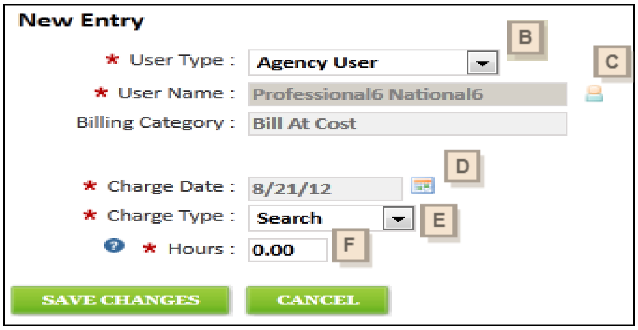

Figure 7: Admin Cost New Entry Screen

(E) Select the **Charge Type** from the dropdown menu

(F) Enter the total number of hours

(G) Click the **SAVE CHANGES** button

(H) The new entry will display and can be edited or deleted

Note: The **Billing Category** displayed is set by the Agency Admin

Assigned Task

- The **Assigned Task** tab displays all tasks that have been created, completed, and the individuals responsible for outstanding tasks
- All tasks associated with a request must be completed before a request can be closed

Comments

- The **Comments** tab contains all the notes created internally
- Comments are not viewable to the public

Review

- The **Review** tab enables reviewers to be added to check responsive records for release
- A list of all reviewers is also displayed
- Once a reviewer is assigned, a Case File Review task is sent to the assigned reviewer(s) to complete before the documents can be released
- Although multiple reviewers can be added, a second review cannot start until the first review is complete

Note: Assigned Task, Comments and Review tabs are shown in Figure 3