

REQUEST INFORMATION SHEET		SEE INSTRUCTIONS ON PAGE 3	
TO: Office of Freedom of Information (OFOI)		This form is to be used for recording disclosure/ non-disclosure determination associated with processing a Freedom of Information or Privacy request and to document the record search.	
1. CASE NUMBER	2. TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> APPEAL	3. RECORD PROVIDED TO COMPONENT FOR REVIEW?	
4. I REASONABLY BELIEVE THAT MY OFFICE/ORGANIZATION WOULD NOT HAVE RECORDS IN OUR FILES OR AT THE NATIONAL RECORDS CENTER THAT ARE RESPONSIVE TO THIS REQUEST. THEREFORE, A SEARCH WAS NOT CONDUCTED <i>(Skip to Item 20).</i>		5. COMPONENT SEARCH RESULTS <input type="checkbox"/> RECORDS FOUND <input type="checkbox"/> NO RECORDS <i>(Complete Items 7 - 9 to document the search process regardless of the results of the search.)</i>	
6. THIS REQUEST SHOULD BE REDIRECTED OR ADDITIONALLY SENT FOR SEARCH TO:			
7. SEARCH PROCESS <i>(X all that apply)</i>			
<input type="checkbox"/> NATIONAL RECORDS CENTER SEARCH CONDUCTED	<input type="checkbox"/> OFFICE FILES SEARCHED	<input type="checkbox"/> OTHER OFF-SITE STORAGE SEARCHED	
		<input type="checkbox"/> EMAIL ACCOUNTS SEARCHED	
		<input type="checkbox"/> ELECTRONIC RECORDS SEARCHED	
8. DESCRIBE EMAIL ACCOUNTS, OFFICE FILES OR ELECTRONIC RECORDS SEARCHED			
9. PROVIDE KEY WORDS, PHRASES USED FOR SEARCH			
10. - 14. RECORD DESCRIPTIONS			
10.a. DATE <i>(YYYYMMDD)</i>	b. SECURITY CLASSIFICATION	d. ADDRESSEE	f. SUBJECT/TITLE
c. TYPE		e. ORIGINATOR	
11.a. DATE <i>(YYYYMMDD)</i>	b. SECURITY CLASSIFICATION	d. ADDRESSEE	f. SUBJECT/TITLE
c. TYPE		e. ORIGINATOR	
12.a. DATE <i>(YYYYMMDD)</i>	b. SECURITY CLASSIFICATION	d. ADDRESSEE	f. SUBJECT/TITLE
c. TYPE		e. ORIGINATOR	

REQUEST INFORMATION SHEET

RECORD DESCRIPTIONS *(Continued)*

13.a. DATE <i>(YYYYMMDD)</i>	b. SECURITY CLASSIFICATION	d. ADDRESSEE	f. SUBJECT/TITLE
c. TYPE		e. ORIGINATOR	
14.a. DATE <i>(YYYYMMDD)</i>	b. SECURITY CLASSIFICATION	d. ADDRESSEE	f. SUBJECT/TITLE
c. TYPE		e. ORIGINATOR	

15. ACTION TAKEN BY COMPONENT *(X those that apply)*

GRANT IN FULL
 GRANT IN PART
 DENY
 NO OBJECTION TO DISCLOSURE

16. EXEMPTIONS INVOKED FOR DENIALS *(See 5 USC 552, 5 USC 552a, and DoD Regulation 5400.7-R)*
17. RATIONALE FOR DENIAL *(For a full denial or partial denial of information, provide a statement of specific harm that would result from release.)*
18. REMARKS
19. COORDINATION

a. NAME <i>(Last, First, Middle Initial)</i>	b. OFFICE SYMBOL	c. TELEPHONE NO.	d. CONCUR	e. NON-CONCUR

20. ACTION OFFICER

a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK	c. TITLE	d. SIGNATURE	e. OFFICE TELEPHONE NUMBER

21. APPROVAL/DENIAL AUTHORITY

a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK	c. TITLE	d. SIGNATURE	e. DATE <i>(YYYYMMDD)</i>

INSTRUCTIONS FOR COMPLETING SD FORM 472

1. CASE NO. - OFOI will assign request case number using F = Freedom of Information, and P = Privacy. A consecutive numbering system is employed for tracking purposes; e.g., 04-F-0000. This notation shall be used on all forms and/or correspondence associated with request.

2. TYPE OF REQUEST - OFOI will notate whether request is an initial or appeal action by placing an "X" in the appropriate block.

3. RECORD PROVIDED TO COMPONENT TO REVIEW - In instances where a record is provided to a Component by OFOI for review, OFOI will place an "X" in this block.

4. SEARCH NOT CONDUCTED. Place an "X" in the block if applicable and complete Item 20.

5. COMPONENT SEARCH RESULTS - Upon receiving a request, Component Action Officer(s) will conduct a search for requested records. "X" to indicate whether or not records were found.

6. REDIRECTED OR ADDITIONAL SEARCH. "X" and complete if this request should be directed to another component or agency for search or if there are additional components that might also hold responsive records.

7. SEARCH PROCESS. Mark "X" in all applicable blocks and complete items 8 and 9 regardless of search results.

8. Describe EMAIL ACCOUNTS, OFFICE FILES, ELECTRONIC RECORDS, or other storage searched.

9. List KEY WORDS or phrases used for search.

10. - 14. RECORD DESCRIPTION - When records are found responsive to the request, the Component Action Officer shall complete blocks a through f. In instances where voluminous records are involved, a separate sheet may be attached detailing required information.

a. DATE - Enter date of located record.

b. TYPE - Identify record type; e.g., memorandum, letter, study, message, etc.

c. SECURITY CLASSIFICATION - Enter record classification using T = Top Secret, S = Secret, and C = Confidential. Records bearing a "FOR OFFICIAL USE ONLY" marking = FOUO.

d. ADDRESSEE - Enter information such as individual's name, title or organization which reflects to or for whom record was intended.

e. ORIGINATOR - Enter information such as individual's name, title or organization which reflects record's origin.

f. SUBJECT/TITLE - Record identification should be as complete as possible. Where a record is commonly known by a name other than its official subject/title, both references should be notated, e.g., 1968 Department of Defense Study, "United States Vietnam Relations, 1945 - 1967," popularly known as the Pentagon Papers.

15. ACTION TAKEN BY COMPONENT. Upon acceptance of a request for action and when content of local record has been reviewed, mark "X" in appropriate block to indicate decision made.

Mark GRANT IN FULL when all records reviewed may be disclosed; mark GRANT IN PART when any record or portion of any record is denied; mark DENY when all records may not be disclosed; or mark NO OBJECTION TO DISCLOSURE when entire record is not under your jurisdiction, but there is no objection by your Component to disclose.

16. EXEMPTIONS INVOKED FOR DENIALS - Identify one or more of the exemptions to disclosure invoked when denying a record or a portion of a record.

17. RATIONALE FOR DENIALS - Component's rationale for denying a record or a portion of a record shall be entered to include the specific harm that would result from disclosure. Classified comments, if required, will be placed in a separate memorandum to OFOI.

18. REMARKS - Any additional pertinent information associated with the request may be entered. If applicable, a statement that reasonably segregable portions of a denied record cannot be provided will be entered.

19. COORDINATION - Reflect all parties which reviewed records in the course of arriving at or passing on the determinations. When either GRANT IN PART or DENY is marked, you may wish to coordinate with Component's General Counsel.

a. NAME - Self explanatory.

b. OFFICE SYMBOL - Self explanatory.

c. TELEPHONE NO. - Self explanatory.

d. CONCUR - Place an "X" in this box to indicate concurrence.

e. NON-CONCUR - Place an "X" in this box to indicate non-concurrence.

20. ACTION OFFICER - Identification of Component action officer allows direct contact on any subsequent matters.

a. NAME - Self explanatory.

b. RANK - Self Explanatory.

c. TITLE - Self explanatory.

d. SIGNATURE - Self explanatory.

e. OFFICE PHONE NO. - Include area code.

21. APPROVAL/DENIAL AUTHORITY - The specifically appointed authority is encouraged to review action on all requests. The authority's signature denotes personal review. Signature is mandatory when GRANT IN PART, DENY or NO RECORD is marked.

a. NAME - Self explanatory.

b. RANK - Self explanatory.

c. TITLE - Self explanatory.

d. SIGNATURE - Self explanatory.

e. DATE - Self explanatory.