

<b>REQUEST INFORMATION SHEET</b>		<b>SEE INSTRUCTIONS ON PAGE 3</b> 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.	
<b>TO:</b> Freedom of Information Division (FOID)			
<b>1. CASE NUMBER</b>	<b>2. TYPE OF REQUEST</b> <input type="checkbox"/> INITIAL <input type="checkbox"/> APPEAL	<input type="checkbox"/> <b>3. RECORD PROVIDED TO COMPONENT FOR REVIEW?</b>	
<input type="checkbox"/> <b>4. I DO NOT REASONABLY BELIEVE THAT MY OFFICE/ORGANIZATION WOULD HAVE RECORDS IN OUR FILES; THEREFORE, A SEARCH WAS NOT CONDUCTED.</b> <i>(Provide rationale in item 20)</i>		<b>5. THIS REQUEST SHOULD BE REDIRECTED OR ADDITIONALLY SENT TO:</b> <i>(Provide explanation in item 20)</i>	
<b>6. COMPONENT NAME</b>		<b>7. COMPONENT SEARCH RESULTS</b> <input type="checkbox"/> RECORDS FOUND <input type="checkbox"/> NO RECORDS FOUND <i>(Complete items 8-10 to document the search process regardless of the results of the search.)</i>	
<b>8. LOCATIONS SEARCHED</b> <i>(X all that apply)</i> <input type="checkbox"/> FEDERAL RECORDS CENTERS <input type="checkbox"/> OFFICE FILES		<input type="checkbox"/> OTHER OFF-SITE STORAGE <input type="checkbox"/> EMAIL ACCOUNTS <input type="checkbox"/> ELECTRONIC RECORDS	
<b>9. DESCRIBE EMAIL ACCOUNTS, OFFICE FILES, ELECTRONIC RECORDS SEARCHED</b> <i>(NIPR, SIPR, JWICS)</i>			
<b>10. PROVIDE KEY WORDS, PHRASES USED FOR SEARCH</b>			
<b>11. – 15. RECORD DESCRIPTIONS</b>			
<b>11. a. DATE</b> <i>(YYYYMMDD)</i>	<b>b. SECURITY CLASSIFICATION</b>	<b>d. ADDRESSEE</b>	<b>f. SUBJECT/TITLE</b>
<b>c. TYPE</b>		<b>e. ORIGINATOR</b>	
<b>12. a. DATE</b> <i>(YYYYMMDD)</i>	<b>b. SECURITY CLASSIFICATION</b>	<b>d. ADDRESSEE</b>	<b>f. SUBJECT/TITLE</b>
<b>c. TYPE</b>		<b>e. ORIGINATOR</b>	
<b>13. a. DATE</b> <i>(YYYYMMDD)</i>	<b>b. SECURITY CLASSIFICATION</b>	<b>d. ADDRESSEE</b>	<b>f. SUBJECT/TITLE</b>
<b>c. TYPE</b>		<b>e. ORIGINATOR</b>	

## REQUEST INFORMATION SHEET

## RECORD DESCRIPTIONS (Continued)

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

## 16. ACTION TAKEN BY COMPONENT (X all that apply)

☐ GRANT IN FULL    ☐ GRANT IN PART    ☐ DENY    ☐ NO OBJECTION TO DISCLOSURE    ☐ TRANSFER

## 17. EXEMPTIONS INVOKED FOR DENIALS (See 5 USC 552, 5 USC 552a, and DoD Manual 5400.07) If exemptions invoked, please see item 18.

☐ 18. THIS COMPONENT CONFIRMS THAT FORESEEABLE HARM WAS CONSIDERED PRIOR TO INVOKING EXEMPTIONS.

## 19. RATIONALE FOR DENIALS (See 5 USC 552, 5 USC 552a, and DoD Manual 5400.07)

## 20. REMARKS

## 21. COORDINATION

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

## 22. ACTION OFFICER

a. NAME (Last, First, Middle Initial)	b. RANK	c. TITLE	d. SIGNATURE	e. OFFICE PHONE NO.

## 23. APPROVAL/DENIAL AUTHORITY

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

## INSTRUCTIONS FOR COMPLETING SD FORM 472

- 1. CASE NUMBER** – FOID 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 the request.
- 2. TYPE OF REQUEST** – Component will notate whether request is an initial or appeal action by placing an “X” in the appropriate block.
- 3. RECORD PROVIDED TO COMPONENT FOR REVIEW** – In instances where a record is provided to a Component by FOID for review, Component will place an “X” in this block.
- 4. SEARCH NOT CONDUCTED** – Place an “X” in the block if applicable and complete item 5, if known. Provide further explanation in item 20 on why search was not needed.
- 5. REDIRECTED OR ADDITIONAL SEARCH** – Place “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. Please provide further explanation in item 20.
- 6. COMPONENT NAME** – Enter office symbol of office completing 472.
- 7. COMPONENT SEARCH RESULTS** - Upon receiving a request, Component Action Officer(s) will conduct a search for requested records. Component should coordinate with their records management officer to ensure exhaustive search. Mark “X” to indicate whether or not records were found.
- 8. LOCATIONS SEARCHED** – Mark “X” in all applicable blocks and complete items 9 and 10 regardless of search results.
- 9. Describe EMAIL ACCOUNTS, OFFICE FILES, ELECTRONIC RECORDS**, or other storage searched. Includes NIPR, SIPR, JWICS, Classified work spaces, etc.
- 10. List KEY WORDS OR PHRASES** used for search.
- 11. – 15. RECORD DESCRIPTIONS** – 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.*
- 16. 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(s) to indicate decision made.  
GRANT IN FULL when all records reviewed may be disclosed; GRANT IN PART when any record or portion of any record is denied; DENY when all records may not be disclosed; OBJECTION TO DISCLOSURE when entire record is not under your jurisdiction, but there is no objection by your component to disclose; TRANSFER when records should be reviewed by another component; include remarks in block 20 describing where they should go.
- 17. EXEMPTIONS INVOKED FOR DENIALS** – Identify one or more of the exemptions to disclosure invoked when denying a record or a portion of a record.
- 18. FORESEEABLE HARM STANDARD** – Component Action Officer will mark “X” to confirm that they have considered the foreseeable harm standard when reviewing records and applying FOIA exemptions.
- 19. RATIONALE FOR DENIALS** – Component's rationale for denying a record or 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 FOID.
- 20. 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.
- 21. 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** – Mark “X” in this box to indicate concurrence.
  - e. **NON-CONCUR** – Mark “X” in this box to indicate non-concurrence.
- 22. 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.
- 23. 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.
  - f. **DATE** – Self-explanatory.