

FOIA/PA SOP
Queue Criteria

January 2009

(U) Subject matter, number of documents/pages, amount of coordination, classification and complexity are all factors used to determine Queue placement. Since there are so many variables that affect the Queue determination, the following systems are used.

(U) Privacy Act (PA) Queue Criteria

(U) PA cases will be placed in one of three Queues: Super-Easy, PA Easy or Voluminous. Super-Easy cases will be processed upon receipt. If there are more than 200 pages but the pages are primarily unclassified it will most likely be placed in the PA Easy Queue.

(U) PA QUEUE CRITERIA CHART		
Types of Records	PA Easy Queue	Voluminous Queue
Volume of material		
200 pages +/- 50 pages	200 or less	200 or more
Kind of Material		
IG Reports		X
Medical Records	X	
Security Records	X	
EEO Records	X	
Applicant Records	X	
Field Tours	1 tour	2 or more tours

(U) Freedom of Information Act (FOIA) Queue Criteria

(U) FOIA cases will be placed in one of three Queues: Super-Easy, FOIA Easy or Complex. The following point system is used to determine Queue placement:

Super Easy	0-1 point
FOIA Easy	2-3 points
Complex	4 or more points

(U) The threshold number of points is subjective and dependent upon each case. The flexibility to transfer a request from one Queue to another is necessary. When Reviewers feel that a case should be transferred to a different queue, it will be their responsibility to bring this to the attention of their supervisor. If the Queue is being changed, a letter to the requester may be in order and the change should be documented within the case M/R.

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(U) FOIA QUEUE CRITERIA CHART	
<u>Points</u>	
Volume of Material	
Pages -	
More than 200	2
50 - 200	1
Fewer than 50	0
SIGINT Product Reports -	
Fewer than 200	0
More than 200	2
Multiple/Variety of Subjects	1
External Agency	
Referrals	0
Consultations	1
Required Internal Coordination	1
Material Content	
Military Unit Histories	2
Historical Summaries	1
Non-Product Reports	1
Biographies	1
Oral Histories	1
VENONA	1
Multimedia	
Video, tape, content/location	2
New material related to a previous release	
Previous release w/in 2 years	0
Previous release older than 2 yrs	1

(U//~~FOUO~~) Content Owners: Dawn Owens/Sally NicholsonUNCLASSIFIED//~~FOR OFFICIAL USE ONLY~~