

FOIA UNITS ADMINISTRATIVE REOPEN REQUEST SHEET

Service Request Unit, FOIPA number **368692** needs to be reopened.

Please import the Redacted copy / Master copy of the following files:

File #(s) (List file #'s exactly as they appear in previous electronic case)

See Attached List .

Paper CASE closed.

Re-open as electronic

When case is reopened, it needs to be assigned to FOIA Team Captain by the Backlog Manager.

b7C

b2

FOIA PLS

Team **A-1** Phone

FOIA TC Signatur

Date sent to Service Request Unit

6/7/04

***SRU PLEASE SCAN THIS FORM INTO FDPS WITH
REQUEST LETTER***

FOIA UNITS ADMINISTRATIVE REOPEN REQUEST SHEET

Service Request Unit, FOIPA number 380 541-02 needs to be reopened.

Please import the Redacted copy / Master copy of the following files:

File #(s) (List file #'s exactly as they appear in previous electronic case)

see WP4 one for appropriate files

When case is reopened, it needs to be assigned to FOIA Team Captain by the Backlog Manager.

FOIA PLS

Team Phone

b7C

FOIA TC Signature

Date sent to Service Request Unit 3 Nov 04

***SRU PLEASE SCAN THIS FORM INTO FDPS WITH
REQUEST LETTER***