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*"Rummaging in the government's attic"*

Description of document: **Federal Bureau of Investigation (FBI) Freedom of Information (FOIA) Work Processing Unit quality control checklist, 2010**

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Title of document WPU Case Evaluation Form

Source of document: Federal Bureau of Investigation  
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Note: This well designed form is used to review the quality of processing of documents released by the FBI in response to Freedom of Information Act requests.

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**WPU CASE EVALUATION FORM**

LAS:

FOIPA#:

Subject:

Requester:

Date Assigned to:

Date Completed:

# of pages:

- Backlog
- Closing

Type of Request:

- FOIPA
  - HQ
  - Field Office:
- Referral
- Appeal
- MDR
- Reading Room
- Pre-Processed (less than 3 years old)
- Litigation
- Scope IOC

Complexity of Request:

- Routine
- Medium
- Complex
- High Vis
- Historical
- Expedite
- Fee Waiver
- ELSUR

Case Evaluation Summary:

**PRINT Q-** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Unacceptable**

**Satisfactory**

**Error Free**

## WORK PROCESSING UNIT

### Correction List

#### Analysis of Request

1.  Not true subject matter **(M)**
2.  Not perfected/unperfected
3.  Failed to recognize fee waiver
4.  Expedition process failure
5.  Failure to recognize request for ELSUR
6.  Cataloging request incorrectly

#### Improper Search

7.  Check RTS
8.  Preprocessed Case
9.  Reading Room
10.  Provided Duplicate Request
11.  Database(s)
12.  ARC Manual (shared responsibility)
13.  ACS
14.  Field Office manual (shared responsibility)
15.  SharePoint
16.  DNA/CODIS Database
17.  ELSUR
18.  Other \_\_\_\_\_ Missed Ident **(M)**

#### Collection/Scope/Analysis of Responsive Documents

19.  Did not ensure records are responsive **(M)**
20.  Did not include exclusion **(M)**
21.  Failed to ensure pending or closed file **(M)**
22.  Failed to recognize negotiation
23.  Missed TS or other sensitive info **(M)**
24.  Failed to import correct info into the request
25.  Failed to ACL lock proper security measures

#### Communications

25.  Did not include appropriate correspondence
26.  Grammatically incorrect/misspelling(s) of outgoing communications
27.  Failed to date letter
28.  Did not enter appropriate, informative notes in FDPS
29.  Failed to consult with other divisions/FOs/or other agencies if required
30.  Failed to consult in-house to resolve issues if required

#### Organizing Work

31.  Did not effectively move cases through queues
32.  Failed to prioritize work and multi-task

#### Print queues/final work product

33.  Reviews release letter for errors
34.  Page Count error
35.  Address error
36.  Obvious errors, other \_\_\_\_\_

**(M) = Major Error**