FREEDOM OF INFORMATION ACT (FOIA) RECORDS SEARCH LOG

1. FOIA No:	2. Activity search conducted in:	3. Type of Search: ☐ Files ☐ Computer	4. Grade of Individual Doing Search:	5. Page __ of __ Pages

INSTRUCTIONS: This log must be used by the same individual at all times. If two or more individuals are involved in the search, each must maintain a separate log. If an individual is searching file and computer records, a separate log must be maintained for each of those categories. Whenever a search is begun, interrupted or ended, enter the date in column 6*a* and the time (in 4-digit military time) in column 6*b*. If the search is interrupted for any reason, log the time in column 6*c*. When the search is resumed, log in the date in column 6*a* and the time in column 6*b* in the next row, as described above. Continued this process until the search is completed. DO NOT make any entries in column 6*d*. Please note that there are two sets of columns on the form. Please complete all rows in the left side of the formet of columns before making any entries on the right side.

DEFINITION OF RECORDS: IAW AR 25-55, The Army Freedom of Information Act Program, para 1-402, agency records are the ". . . products of data compilation, regardless of physical form or characteristics, made or received by a DoD Component in connection with the transaction of public business and preserved by a DoD Component primarily as evidence of the organization, policies, functions, decisions, or procedures of the DoD Component. . . . a record must exist and be controlled by the Department of Defense at the time of the request to be considered subject to this Regulation. There is no obligation to create, compile, or obtain a record to satisfy a FOIA request." However, it is permissible, and recommended, to compile data from any records into a single record if such action would save excising (blacking out information) labor and costs.

6*a*. Date	6*b*. Time Started	6*c*. Time Ended	6*d*. Total Time *	6*a*. Date	6*b*. Time Started	6*c*. Time Ended	6*d*. Total Time *

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** Do not make any entries in column d.*