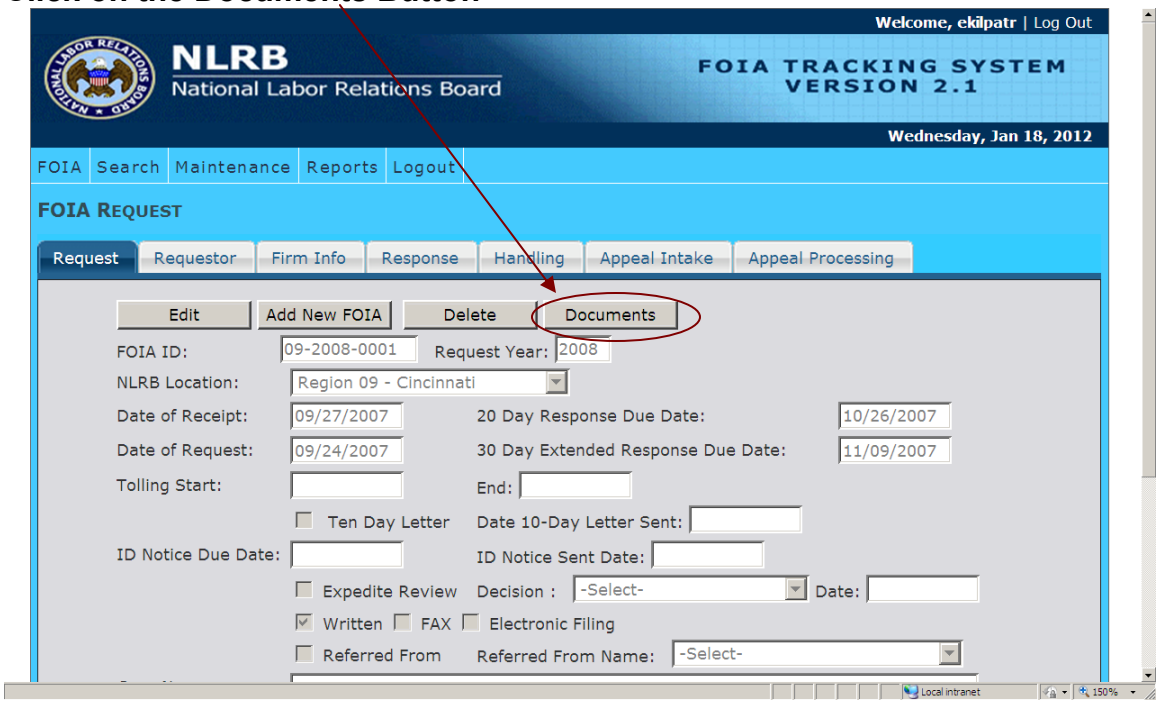
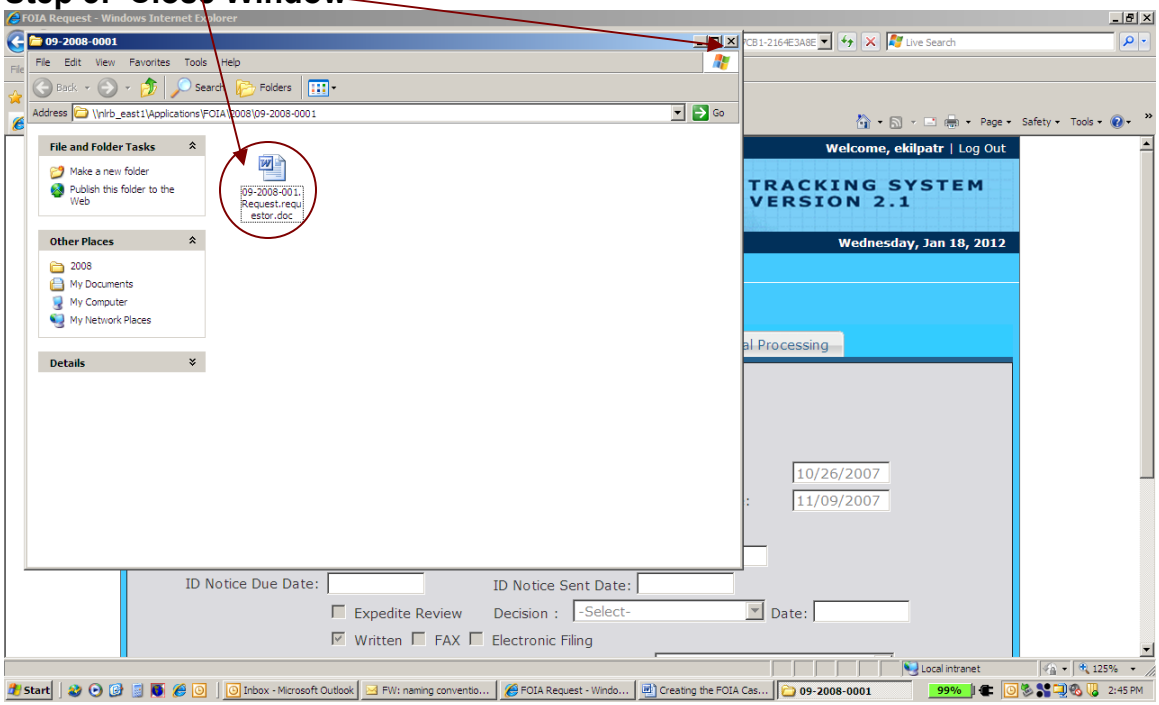
Creating the Electronic FOIA Case File
How to Add Documents

Click on the Documents Button



Step 2: Paste your document(s) into the folder
Step 3: Close Window



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Document Naming Conventions

The FOIA naming conventions are similar to the NxGen naming conventions. Unlike NxGen documents, however, FOIA documents do not have a Document Prefix Type at this time. When FOIA becomes part of NxGen, we anticipate that we will be able designate a common prefix for these documents for migration purposes. Meanwhile, we will simply rely on the following metadata.

- FOIA ID Number (e.g. 09-2012-12245)
- Document Type (e.g. request, ID, 10day, interim, or other correspondence with requester)
- Requester name

Examples:

- ##-2012-xxxx.request.vilato.doc
- ##-2012-xxxx.ID.vilato.doc
- ##-2012-xxxx.10day.vilato.doc
- ##-2012-xxxx.Interim.vilato.doc