



HRP Folder Documentation Checklist

Reviewer's Name:		Start Date:	
Requestor's Name:		Complete Date:	
Disposition Type:		Charge Number:	

	Checklist Item	YES	NO	NA	Comments
1	Entered into HRP tracker (Letter or "Email Only"?)				
2	Folder Labeled:	a. Date(s)			
		b. HRP File Number			
		c. Short description			
3	Folder Content:	a. The original request			
		b. Final determination with:			
		• Final email to requestor			
		• Photographs			
		• Export control statement			
		• DEMIL code & language			
		• EDP destruction plan			
		c. Notes pertaining to review process			
		d. Spec sheets			
		e. Webpages			
4	Was the ECCN spreadsheet (HRP website) updated?				
5	Is the folder properly color coded?	CY 2025	Pink		
		Other?			
6	Subject Matter Experts (SME's) consulted				
7	External contacts used				
8	HRP Letter reviewed before disseminated				

Other Comments:

HRP Reviewer (Signature)

HRP Letter Reviewed by (Print Name)