



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: <ul style="list-style-type: none">Final email to requestorPhotographsExport control statementDEMIL code & languageEDP destruction plan c. Notes pertaining to review process d. Spec sheets e. Webpages f. Visual Compliance, EAR, etc. reference g. RPS Screening h. SME discussion notes, emails, etc. i. List of contacts			
4	Was the ECCN spreadsheet (HRP website) updated?				
5	Is the folder properly color coded?	CY 2025 Other?	Pink		
6	Subject Matter Experts (SME's) consulted				
7	External contacts used				
8	HRP Letter reviewed before disseminated				

Other Comments:
