



# FII Folder 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"><li>• Final email to requestor</li><li>• Photographs</li><li>• Export control statement</li><li>• DEMIL code &amp; language</li><li>• EDP destruction plan</li></ul> 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?			
6	Subject Matter Experts (SME's) consulted				
7	External contacts used				
8	Reviewed before disseminated				

Other Comments:

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