POSTPONEMENT REVIEW IN FBI RECORDS

1.   Before working on reviewtrack, compare the "trunk" record with its duplicate "branches" in order to:

        (a) Verify that the trunk and each branch are perfect duplicates -- that none of the locations contains redacted information that does not appear (redacted or unredacted) in the other locations.   If a location is not a perfect duplicate, take it off the duplicate track on the computer and review it separately (as a freestanding document) in reviewtrack.

        (b) Check whether the trunk and branch locations are redacted the same -- if information is released in one duplicate location, it should be released in the others.   If information is redacted in the trunk document but released in one of the branches, count it as a former postponement.   If it is released in the trunk but redacted in one of the branches, you need not account for it on the computer (but the Board's vote will have the effect of releasing it in the branches where it had been redacted).