

FREEDOM OF INFORMATION ACT (FOIA) ACTION FORM

TO BE COMPLETED BY M/MS/IRD ONLY

FOIA REQUESTER:		COMPANY NAME:		FOIA REQUEST ID:
DATE OF REQUEST:	DATE RECEIVED:	DATE ACKNOWLEDGED:	FOIA SPECIALIST (NAME AND CONTACT INFORMATION):	
DESCRIPTION OF FOIA REQUEST				
TASKED TO: (PLEASE LIST BUREAUS/INDEPENDENT OFFICES/MISSIONS)				
TASKED DATE:		RESPONSE DUE DATE:		EXTENSION NOTIFICATION DATE:

IMPORTANT NOTE:
Pursuant to the FOIA, a record is defined as any information that the Agency has created or obtained; and, that is under the Agency's possession and control at the time of the request. You are required to conduct an adequate search for records and indicate below the number of search hours performed per person and provide release recommendations in writing. If you have any questions about the scope of the request or need assistance, contact the FOIA Specialist directly.
Please do not contact the requester at any time.

TO BE COMPLETED BY FOIA LIAISON OFFICER (FLO)

NAME AND POSITION TITLE: Name, Position Title	OFFICE LOCATION/CONTACT INFORMATION: Office Symbol, Location, Phone Number	Is this a Critical Priority Country (CPC) or Non-Permissive Environment (NPE)? <input type="checkbox"/> YES <input type="checkbox"/> NO
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ADEQUACY OF SEARCH (check all that apply)

SEARCH AND REVIEW: <input type="checkbox"/> Searched all known sources likely to contain responsive records (active/inactive, if any) <input type="checkbox"/> Obtained record(s) from and coordinated response with other offices, missions, etc. <input type="checkbox"/> No search was conducted (please explain below) <input type="checkbox"/> No records exist (please explain below) <input type="checkbox"/> Sent <u>ALL</u> responsive record(s) to M/MS/IRD	SEARCH EFFORTS: What was searched? (ex: electronic records, hardcopy records, etc.) Where did you search? (ex: cabinets, containers, storage warehouses, etc.) Names of individual(s) who performed search?		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SEARCH (# of hours): Click here to enter text.</td> <td style="width: 50%;">DUPLICATION (# of pages): Click here to enter text.</td> </tr> </table>	SEARCH (# of hours): Click here to enter text.	DUPLICATION (# of pages): Click here to enter text.
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RELEASE RECOMMENDATIONS (check all that apply)

FORESEEABLE HARM: (Any information that, if released to the public, could result in foreseeable harm to a person or the Agency)

- CLASSIFIED** information that could injure the interests of national security or foreign policy (FOIA Exemption 1)
- Injure the interests of employee relations and human resources practices (FOIA Exemption 2)
- Violates another Federal law (FOIA Exemption 3)
- Result in competitive harm to the business submitter (e.g. implementing partner) of the information (FOIA Exemption 4)
- Injure the quality of Agency decisions by disclosing records that are pre-decisional/deliberative (FOIA Exemption 5/Deliberative Process Privilege)
- Injure open and frank discussions between an attorney and his/her client (FOIA Exemption 5/Attorney-Client Privilege)
- Injure preparations for litigation (FOIA Exemption 5/Attorney-Work Privilege)
- Invade an individual's personal privacy or endanger the life or physical safety of an individual (FOIA Exemption 6)
- Interfere with law enforcement proceedings (FOIA Exemption 7) ****Applicable only to OIG, SEC and OCRD****

RELEASE RECOMMENDATIONS:

- Release in Full (please explain below)
- Release in Part (please explain below)
- Withhold in Full (please explain below)

COMMENTS: (if any)
Click here to enter text.

SIGNATURE:	DATE ACTION COMPLETED: Select date
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