

FOIA Resource

From: [REDACTED] on behalf of Jason Smathers
Sent: Wednesday, October 19, 2011 12:15 AM
To: [REDACTED]
Subject: FOIA request. Subject: FOIA response templates

REQUEST
Case No.: 2012-0014
Date Rec'd: 10/19/11
Specialist: Wood
Related Case:

Dear FOIA Officer,

This is a Freedom of Information Act request. I hereby request all records that contain the standard language or template paragraphs used for responses to FOIA Requests and FOIA Appeals in your agency.

Please limit your search to records held by the FOIA office or persons tasked with FOIA related responsibilities. Further, you may limit the search to records created between 1/1/2000 and the date this request is processed. Further, you may exclude all actual responses to specific FOIA requests. This request is only for the template paragraphs that your agency uses in drafting responses to FOIA requests and appeals.

This is a non-commercial request. I agree to fees up to \$9. If fees are expected to exceed this amount, please let me know before proceeding. Please note that I often submit requests from another address as a member of the news media, but in this case I am requesting them personally for non-commercial use. Please note the different contact information and use it for this request without changing the contact information on any previous or future request.

Please provide records by email in electronic format. If this is not possible or you are unwilling to do so, please provide records on CD ROM via mail. Finally, only if you are unwilling to provide electronic records, I will accept paper records by mail - but plead with you to save a tree and email the records or at least send a CD.

Regards,
Jason Smathers

[REDACTED]