

MEMORANDUM TO: File

FROM:

Donna L. Sealing, FOIA/Privacy Act Officer

SUBJECT:

ADMINISTRATIVE CLOSURE OF THE FILE ON REQUEST

FOIA/PA- _____

REF- _____

CON- _____

The request is being administratively closed for:

Lack of identity verification

Requester withdrew (canceled) request

Requester withdrew following the receipt of "Statement of Estimated Fees"

Records already publicly available, requester has been so informed

Other _____

cc: Author

FOIA/Privacy Act Specialist

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