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| ✓ | INSTRUCTIONS |
| | <p>STEP 6: Responsive records are located; proceed as follows:</p> <ul style="list-style-type: none"> ➤ COPIES AND LABELS: Make one complete set of non-redacted copies of all responsive records located for the official FOIA Case File maintained by the State FOIA Officer. ➤ Make one complete set of responsive documents with sensitive or exempt information redacted (blacked out) marked with corresponding FOIA exemption. Alternatively, you can use sticky notes on the documents to draw attention to the specific information you believe should be redacted, along with a short written statement of why that specific information should be redacted. ➤ CITE REFERENCE/FEDERAL STATUTE: If you know that the documents are prohibited from release by a statute, CFR, BLM manual, etc., please provide the reference. Or, give your personal explanation for any reason you believe the information is sensitive and should not be released. Identify what information contained in the responsive records you believe should be withheld. The FOIA Officer will provide guidance to you. ➤ Label each set of documents to correspond with "<i>Item number</i>" in the Description of Requested Records listed on the FOIA Tasking Notification. (If it is easier to use manila file folders, make sure the label contains the FOIA number and the corresponding "<i>Item number.</i>") <ul style="list-style-type: none"> ▶▶ NOTE: DO NOT SEND RESPONSIVE RECORDS TO THE STATE FOIA OFFICER WITHOUT LABELING THIS INFORMATION. ➤ RECOMMENDATION: Provide your <i>written recommendation</i> for releasing or withholding of information to the State FOIA Officer. <ul style="list-style-type: none"> ▶▶ NOTE: YOU ARE PROVIDING A <i>RECOMMENDATION</i> ONLY. THE <i>FINAL DETERMINATION</i> WILL BE MADE BY THE STATE FOIA OFFICER, THE STATE DIRECTOR, AND THE REGIONAL SOLICITOR'S OFFICE. ➤ Complete FOIA Actual Fees table. |
| | <p>STEP 7: The following must be mailed to the State FOIA Officer at the address below:</p> <ul style="list-style-type: none"> • One labeled set of <u>non-redacted</u> responsive records with corresponding item number(s) and appropriate FOIA control number; • One labeled set of <u>redacted</u> responsive records with corresponding item number(s) and appropriate FOIA control number or the original set with sticky notes, per Step 6; • Written recommendation for releasing/withholding records; and • A copy of the FOIA Actual Fees table. <p style="text-align: center;">BLM-Alaska State Office ATTN: Brendan Henry (AK-950) 222 W. 7th Avenue, #13 Anchorage, AK 99513-7504</p> |