

To: Roberson, Edwin[eroberso@blm.gov]
From: Bauman, Susan
Sent: 2017-09-12T08:44:03-04:00
Importance: Normal
Subject: Re: New FOIA 2017-71
Received: 2017-09-12T08:44:13-04:00

Thanks for the update.

On Mon, Sep 11, 2017 at 5:30 PM, Roberson, Edwin <eroberso@blm.gov> wrote:

Susan, I am sorry this is late. I have some potentially responsive documents. I will be out until Friday. ed

On Mon, Aug 7, 2017 at 10:13 AM, Bauman, Susan <s2bauman@blm.gov> wrote:

Hello, we have received a new FOIA request from James Banks, Hogan Lovells LLC, regarding the development and issuance of the Bears Ears **Interim Report**. Please forward this request to any additional offices or individuals not included in the "To: Line", who may have responsive records
Please see the attached FOIA request.
 FOIA Number is: **FOIA 2017-71 Hogan Lovells, Banks**

All records need to be provided to me on or before August 28, 2017.

1. Carefully read the FOIA request and any specific instruction by the FOIA Coordinator (FC). Is the request clear? If not, contact your FC immediately. Do you understand what materials are being sought and can you perform a search for the materials? If the FOIA request includes a general request e.g. "all documents relating to grazing" and specific requests, e.g. "Specifically, we are asking for grazing permits" you may not ignore the general request and only search for the specific. Search for both categories of records. Contact the FC if you are unsure, or if the search might be very broad.
2. If you cannot respond on or before the Date Due, contact the FC immediately.
3. Are you aware of any other individual(s) and/or offices(s) that may have responsive records? If so, notify the FC immediately.
4. Conduct and document your search or document that the records do not exist. If you are unsure whether the records exist, you must conduct a search. Records searches include, but are not limited to: (Check all that apply):

- Hard Copy files (correspondence, maps, reference material)
- Files maintained in your work area
- Central Files
- Docket Area
- **Files of absent/former employees** who may have had responsive records
- Electronic systems/application systems (hard drive/laptops/ network devices)
- Email (includes Inbox, Sent Folder, Archives)
- Word processing
- Databases
- Spreadsheets
- Audio tapes
- Search Terms Used:

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- Other (Explain)

5. Document your search time. Search time includes the time it takes to locate the requested records; i.e. physically searching through a file to locate a specific record. Search time does not include the time it takes to make a copy of or scan the record.

Search Time (increment of 15 minutes): _____ GS- _____

6. If records exist:

All records should be provided in electronic form ("pdf"). Label your Disk/Folder with FOIA number: FOIA 2017-41 Hogan Lovells, Banks

- Count the number of pages by item. # of Pages

7. If records do not exist, explain:

8. Records that you feel are sensitive (example: attorney client, deliberative, internal working,) should be placed in a separate folder and labeled accordingly. Records deemed "sensitive" require a "justification statement" on why you believe these records should be withheld. Your statement and the responsive records will be reviewed by the Solicitor.

If you have any questions please contact me.

Susan
4206

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