# **Bureau of Land Managemet logoBUREAU OF LAND MANAGEMENTWYOMING STATE OFFICE**

## FREEDOM OF INFORMATION ACT (FOIA) RESPONSE WORKSHEET

Check Appropriate Box: Initial Search Estimate Actual Time

* Initial Estimate: The estimated search time and approximate number of pages responsive
* Actual: The actual time spent searching and collecting records/documents
* Enter time by quarter hour (15, 30, 45 minutes) or by hour (1 hour) increments
* Submit the completed worksheet to the WY State FOIA Office
* Complete the “no records” certification\* by signing below if you have no records for all or a portion of the FOIA request

**FOIA SEARCH**

FROM: LEAD SUBJECT MATTER EXPERT:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field/District Coordinator Name Office Location Name

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| --- | --- | --- | --- | --- | --- | --- |
|  | Searcher/Employee Name | Pay Grade | Search Time | Review Time | # of Pages | Location of Search |
| 1 |  |  |  |  |  |  |
|  |
| 2 |  |  |  |  |  |  |
|  |
| 3 |  |  |  |  |  |  |
|  |
| 4 |  |  |  |  |  |  |
|  |
| 5 |  |  |  |  |  |  |
|  |
| *Example: Barney Fife* | *GS-10* | *8.15 hours* | *3.0 hours* | *300 pages* | *Email, U:drive* |

*Under the Federal Records Act, government employees are prohibited from using non-official email accounts for official business unless they either carbon copy the messages sent via non-official email accounts to their official email account or forward such messages to their official email account within 20 days. If you have responsive records located on a non-official email account that have not already been carbon copied or forwarded to your official email account, you must (1) forward them to your official email account if you are within the 20-day window and provide them to the FOIA Office as part of your search response or (2) provide them to the FOIA Office from your non-official email account as part of your search response.*

\*I certify that a reasonable records search was conducted in response to this FOIA request and a “no records” response is warranted for (circle one) ALL / A PORTION of this request.

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Certified by (signature/print) Date