

AKSO/Field Office FOIA Checklist

FOIA CONTROL #: _____

✓	INSTRUCTIONS
	<p>STEP 1: Are you aware of any other locations where responsive records may exist? If so, please contact the State FOIA Officer, Brendan Henry, (907-271-3356) immediately.</p>
	<p>STEP 2: Has the Requester provided a clear and specific description of the requested records to facilitate the search? If not, STOP and immediately contact the State FOIA Officer.</p>
	<p>STEP 3: Immediately prepare a quick estimate (see enclosed FOIA Fee Estimate table). The FOIA Fee Estimate table must include the following information:</p> <ul style="list-style-type: none"> • Name, office, phone number, and grade of individual providing fee estimate; • Estimated number of hours to search; • Estimated number of hours to review; and • Estimated number of standard copies (8½ x 11, 8½ x 14, 11 x 17) and estimated number of special copies (maps, photos, color copies, etc.). <p>➤ Submit FOIA Fee Estimate table to the State FOIA Officer via e-mail or FAX. BHenry@blm.gov or FAX (907) 271-3624.</p> <p>➤ If your fee estimate exceeds amount Requester agrees to pay, STOP and notify the State FOIA Officer.</p> <p>➤ If fee estimate does NOT exceed amount Requester has agreed to pay, proceed to STEP 4.</p>
	<p>STEP 4: Search all sources within your location/unit likely to house responsive records. If responsive records are located, proceed to STEP 6.</p>
	<p>STEP 5: If no records could be located, provide the following; otherwise proceed to STEP 6.</p> <p>➤ DOCUMENT IN WRITING:</p> <ul style="list-style-type: none"> • All locations where search was conducted; • Name(s) of individual(s) conducting search; • Any extenuating circumstances why you believe these records would not exist. <p>➤ Submit above information in writing to the State FOIA Officer.</p>