



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Idaho State Office
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August 31, 2015

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Instruction Memorandum No. ID-2015-046
Expires: 09/30/2018

To: Idaho Leadership Team
Attn: Field Freedom of Information Act Coordinators, Support Services Managers, and
Supervisory Administrative Specialists

From: State Director

Subject: Procedures for Processing Freedom of Information Act (FOIA) Requests

Program Area: FOIA

Purpose: This Instruction Memorandum 1) provides policy and procedural guidance for processing Bureau of Land Management (BLM) Idaho FOIA requests; 2) defines roles and responsibilities for Idaho FOIA Coordinators; 3) publishes a list by office of Idaho's Field FOIA Coordinators, 4) provides Idaho Form ID-1278-2; and 5) provides a copy of the President's Memorandum on FOIA, as a reminder of the current Administration's philosophy for handling FOIA requests in a proactive manner.

Policy/Action: Executive Order (EO) 13392 requires all requests to be processed through a "FOIA Requester Service Center" to provide better tracking of request status and, thereby, better customer service. To fulfill this requirement, the Idaho State FOIA Coordinator will continue as the designated point of contact for all Idaho FOIA requests.

All FOIA requests shall be centrally managed in the Idaho State Office by the State FOIA Coordinator and/or the State FOIA Specialist. The State FOIA Coordinator/Specialist will maintain all official case files for Idaho FOIA requests and will process requests in conjunction with the designated Field FOIA Coordinator(s) and Subject Matter Expert(s) in affected offices. Attachment 1 is a FOIA Processing Checklist that details the processing procedures. Attachment 2 is a list of Roles and Responsibilities of the State FOIA Coordinator/State FOIA Specialist and the Field FOIA Coordinators. Attachment 3 is a list of Idaho Field FOIA Coordinators by Office. Attachment 4 is the FOIA Response Worksheet Form ID 1278-2, located on the Idaho Forms SharePoint. All other versions of Form ID 1278-2 are obsolete and should not be used.

Attachment 5 is the President's Memorandum on FOIA discussing requirements for openness and transparency.

Timeframe: This policy continues to be in effect and this IM supersedes all previous versions.

Background: FOIA request processing is mandated by strict timeframes and procedural requirements. Various EOs, Presidential and Attorney General Memoranda, Office of Management and Budget Directives, FOIA Amendments, and Department of the Interior policies have added additional requirements for processing (procedural changes) and reporting. Current court decisions have also impacted how FOIA requests are processed. As FOIA requests are frequently a precursor to litigation or appeal, it is extremely important that requests are properly processed and that response letters and enclosures with sensitive material are reviewed by the State FOIA Coordinator or the State FOIA Specialist, and the Solicitor's Office. Internal FOIA processing procedures are required to ensure timely and efficient processing of FOIA requests.

Manual/Handbook Sections Affected: This IM serves as interim guidance to Idaho BLM Manual Supplement 1278, External Access to BLM Information, until it is updated.

Coordination: This IM was coordinated through the Idaho Support Services Managers, Supervisory Administrative Specialists, and the FOIA Field Coordinators.

Contact: For additional information, contact Valerie Shaw, State FOIA Coordinator, at (208) 373-3947 or Karen Jackson, State FOIA Specialist, at (208) 373-3931.

Boise District with Union: Management is reminded to notify and satisfy any bargaining requirements prior to implementation.

Signed by:
Peter J. Ditton
Acting State Director

Authenticated by:
Kathy J. Mondor
Executive Assistant

5 Attachments:

- 1 – [Idaho FOIA Processing Checklist](#) (4 pp)
- 2 – [Roles and Responsibilities](#) (3 pp)
- 3 – [Idaho FOIA Coordinators by Office](#) (1 p)
- 4 – [Form ID 1278-2](#) (1 p)
- 5 – [President's Memorandum on FOIA](#) (1 p)