From:	Wood, MelanieL
To:	Engels, Alan
Cc:	Rivera, Adrienne
Subject:	RE: FOIA - how do we search my email?
Date:	Tuesday, June 6, 2017 11:29:31 AM

Hi Alan –

I'm in DC at a meeting so I can't really deal with this right now. I'll look at the instructions tonight in the hotel room.

Melanie

From: Engels, Alan
Sent: Tuesday, June 06, 2017 11:17 AM
To: Wood, MelanieL <Wood.MelanieL@epa.gov>
Cc: Rivera, Adrienne <Rivera.Adrienne@epa.gov>
Subject: RE: FOIA - how do we search my email?

Melanie:

Did you conduct the search? As part of the normal collection process we **must confirm** that the self-search was conducted in order for us to provide a NO RESPONSIVE RECORDS FOUND response.

We often hear from employees that they don't think they have anything and after conducting the search there are several responsive records.

If you have not conducted the search, using the instructions Adrienne Rivera provided, please do so before indicating there are no responsive records.

Thank you.

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop Street
Attn: 8TMS-IMP-CMU (FOIA)
Denver, Colorado 80202

Engels.Alan@epa.gov
(303) 312-6306

From: Wood, MelanieL
Sent: Tuesday, June 6, 2017 11:08 AM
To: Engels, Alan <engels.alan@epa.gov>

Cc: Rivera, Adrienne <Rivera.Adrienne@epa.gov>
Subject: RE: FOIA - how do we search my email?

I think that no records are going to show up as I don't recall any emails on this topic.

From: Engels, Alan
Sent: Tuesday, June 06, 2017 7:07 AM
To: Wood, MelanieL <Wood.MelanieL@epa.gov>
Cc: Rivera, Adrienne <Rivera.Adrienne@epa.gov>
Subject: RE: FOIA - how do we search my email?

Melanie:

We cannot help with the collection, as the actions need to be taken from your computer. OEI searches are being delayed by several weeks, so the best collection option is to do so by self-collection from the one employee whose email is affected.

I will discuss with Adrienne to see if we can extend your due date by a few days. Please keep in mind that once we receive the data, it will still need to have a review to determine if any information needs to be redacted. How many days do you think you would need to complete the Outlook Colllection?

It is our hope that you will be able to determine responsiveness based on your knowledge of the subject matter.

You should expect to hear from Adrienne Rivera or myself by the end of the day regarding the due date.

Alan Engels
Regional FOIA Officer
US EPA, Region 8
1595 Wynkoop Street
Attn: 8TMS-IMP-CMU (FOIA)
Denver, Colorado 80202

Engels.Alan@epa.gov
(303) 312-6306

From: Wood, MelanieL
Sent: Tuesday, June 6, 2017 4:38 AM

To: Engels, Alan <engels.alan@epa.gov>
Cc: Rivera, Adrienne <Rivera.Adrienne@epa.gov>
Subject: FW: FOIA - how do we search my email?

Hi Alan –

Can you help me with this? I am traveling this week and in DC. I have a FOIA assigned that is due this Friday I think. I may need an extension on the FOIA if this is not an easy task. I
(b) (6) [redacted]

Thanks,

Melanie

From: Campbell, John R.
Sent: Monday, June 05, 2017 8:14 AM
To: Wood, MelanieL <Wood.MelanieL@epa.gov>
Cc: Engels, Alan <engels.alan@epa.gov>
Subject: RE: FOIA - how do we search my email?

Melanie,

You want to search your email for a FOIA with a timeframe from June 1st, 2016 to the present? If that is the case, please contact Alan Engels, as he is the point of contact for FOIA searches within in Microsoft emails. I am no longer the point of contact for FOIA searches within the Microsoft Outlook email.

Thank you,

John Riley Campbell
US EPA Region 8
Records Management
(8TMS-IMP-CMU)
303-312-6548
Campbell.JohnR@epa.gov

From: Wood, MelanieL
Sent: Friday, June 2, 2017 3:57 PM
To: Campbell, John R. <Campbell.JohnR@epa.gov>
Subject: FOIA - how do we search my email?

All email sent or received by Melanie Wood, Director of Partnerships & Environmental Stewardship Program, regarding the American Wood Protection Association (AWPA) standard for treating wood with copper. The timeframe of this request is June 1, 2016, to the present.

Melanie L. Wood, Director
Partnerships and Environmental Stewardship Program
EPA Region 8 (8P-PES)
1595 Wynkoop St.
Denver, Co 80202
Wood.MelanieL@epa.gov
303-312-7006