QUICK LIST FOR RESPONDING TO A FREEDOM OF INFORMATION ACT (FOIA) REQUEST

If you have any questions or need additional guidance, contact **Ivry Johnson**, FOIA Officer (FO), 415-947-4251.

You have been appointed to be the Subject Matter Expert (SME) for this FOIA Request. This checklist is a quick guidance for your responsibility in responding to this request. Detailed guidance can be found in your Program FOIA SOP

All responsive records must be sent through FOIA Online

Send all responsive documents to your division's FOIA Coordinator (FC) in Word, Excel, and PDF electronic format so records can be uploaded to FOIAOnline.

1. Identify and determine if you have any responsive records. (Contact your division's FC immediately if request needs to be routed to another SME within your program office or if request should be routed to another division)

2. Within 2 days of assignment to division, advise program FC of cost estimate to complete this request. Use Cost Worksheet to calculate your estimate.

   Cost Worksheet
   http://intranet.epa.gov/9online/sites/foia/word/cost-worksheet-2015.docx

3. FC will contact FO to prepare an Assurance of Payment letter and send to requestor. Stop all work on request until response is received from requestor. FOIA Officer will notify Program Office to resume work and provide a new due date.

4. Gather responsive records and **contact ORC right away** if documents should potentially be withheld from disclosure under FOIA.

5. Prepare closeout letter to requestor for management's signature

   Lead Action Office - Prepare closeout letter with **Division Director's** signature (sample letters: http://intranet.epa.gov/9online/sites/foia/)

   Contributing Office - Prepare appropriate certification form:

   Release of Records Authorization Form
   http://intranet.epa.gov/9online/sites/foia/word/release-of-records-authorization.doc
   Certification of No Records Form
   http://intranet.epa.gov/9online/sites/foia/word/certification-of-no-records-search.doc

6. Send all signed letters and responsive records in Word, Excel, and PDF format (correspondence, emails, extension requests, etc.) to your **Program FOIA Coordinator** who will upload the information into FOIAOnline.