To: Dravis, Samantha[dravis.samantha@epa.gov]
From: Bolen, Brittany
Sent: Wed 10/11/2017 11:36:31 PM
Subject: FW: FOIA backlog
Pending before 1 1 17.xls
Plan to Address Backlogged Requests.xlsx

Ex. 5 - Deliberative Process

From: Kenny, Shannon
Sent: Wednesday, October 11, 2017 5:59 PM
To: Dravis, Samantha <dravis.samantha@epa.gov>
Cc: Bolen, Brittany <bolen.brittany@epa.gov>
Subject: FOIA backlog

Hi, Ryan has directed us all to close out all FOIA requests from 2016 or before by the end of this calendar year. This will not impact you directly, but I wanted you to be aware we have a fair number of transition-related FOIAs in the backlog. Per direction below, we are putting together a plan for how to process them all. We have a full FTE (Andy Teplitzky) on this already, and much of the backlog is due to OGC and OEI – but we will do our best. Let me know if you would like to review the plan before we submit it on Friday.

Shannon

From: Fine, Steven
Sent: Tuesday, October 10, 2017 8:10 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Acting DAAs <Acting_DAAs@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>
Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine