



# governmentattic.org

*"Rummaging in the government's attic"*

Description of document: Drug Enforcement Administration (DEA) standard paragraphs used in the software used for responses to FOIA requests, 2014

Request date: 17-April-2014

Released date: 27-June-2014

Posted date: 21-July-2014

Source of document: Freedom of Information & Privacy Act Unit (SARF)  
Drug Enforcement Administration  
8701 Morrisette Drive  
Springfield, VA 22152  
Fax: (202) 307-8556  
Email: [DEA.FOIA@usdoj.gov](mailto:DEA.FOIA@usdoj.gov)

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.



**U.S. Department of Justice**  
Drug Enforcement Administration  
FOI/Records Management Section  
8701 Morrisette Drive  
Springfield, Virginia 22152

---

**JUN 27 2014**

Case Number: 14-00405-F

Subject: Requesting a copy of the standard paragraphs used in the software used for responses to FOIA requests, etc.

This letter responds to your Freedom of Information/Privacy Act (FOI/PA) request dated April 17, 2014, addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

The processing of your request identified certain materials that will be released to you. The documents are being forwarded to you with this letter.

The rules and regulations of the Drug Enforcement Administration applicable to Freedom of Information Act requests are contained in the Code of Federal Regulations, Title 28, Part 16, as amended. They are published in the Federal Register and are available for inspection by members of the public.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the Director, Office of Information Policy; United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be received within sixty (60) days from the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions regarding this letter, you may contact Paralegal II C. Taylor at 202-307-4458.

Sincerely,

A handwritten signature in black ink that reads "Katherine Myrick". The signature is written in a cursive style with a large, stylized "K" and "M".

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section

Number of pages withheld: 0

Number of pages released: 31



**U.S. Department of Justice**  
**Drug Enforcement Administration**  
**FOI/Records Management Section**  
**8701 Morrisette Drive**  
**Springfield, Virginia 22152**

---

**JUN 27 2014**

Case Number: 14-00405-F

Subject: Requesting a copy of the standard paragraphs used in the software used for responses to FOIA requests, etc.

This letter responds to your Freedom of Information/Privacy Act (FOI/PA) request dated April 17, 2014, addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

The processing of your request identified certain materials that will be released to you. The documents are being forwarded to you with this letter.

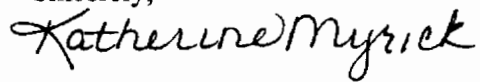
The rules and regulations of the Drug Enforcement Administration applicable to Freedom of Information Act requests are contained in the Code of Federal Regulations, Title 28, Part 16, as amended. They are published in the Federal Register and are available for inspection by members of the public.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the Director, Office of Information Policy; United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be received within sixty (60) days from the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions regarding this letter, you may contact Paralegal II C. Taylor at 202-307-4458.

Sincerely,

A handwritten signature in black ink that reads "Katherine Myrick". The signature is written in a cursive style with a large, stylized "K" and "M".

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section

Number of pages withheld: 0

Number of pages released: 31



**U.S. Department of Justice**  
Drug Enforcement Administration  
FOI/Records Management Section  
8701 Morrisette Drive  
Springfield, Virginia 22152

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

[REQUESTERNAME]  
Reg. No. [CUSTOMFIELD20]  
[COMPANY]  
[STREET1] [STREET2]  
[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter is in reference to your Freedom of Information/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

Please be advised, we are in receipt of your recent correspondence, Department of Justice (DOJ), Certification of Identity Form 361 dated XXXXXXXXXX, regarding your pending Freedom of Information/Privacy Act request. Your request has been placed in chronological order based on the date of receipt and it will be handled as expeditiously as possible.

You are advised that unusual circumstances apply to your request because you seek investigative records. As defined under the FOIA, unusual circumstances include the need to search for, and collect, records from field facilities. 5 USC § 552 (a)(6)(B)(iii). While FOIA and Privacy Act requests are centrally processed by this office at DEA Headquarters, complete investigative files are maintained at, and must be retrieved from, respective DEA field offices, worldwide. As a result of these unusual circumstances, DEA will need additional time to act on your request as discussed below.

This notice of unusual circumstances extends the time for DEA to make a determination on your request an additional ten working days, for a total of 30 working days from the date of your request. However, based on the processing of your request on a first-in, first-out basis, and the current substantial backlog of requests for DEA records, we do not expect a determination to be made on your request within the 30 working days. Rest assured that DEA will act on your request promptly when it is next in the processing queue. You are further advised that you may modify your request by limiting its scope to speed processing and/or you may seek an alternative time frame for processing your request or modified request.

Case Number: [CASENUMBER]

Page 2

If you have any questions regarding your request, please contact the Customer Service Hotline on (202)307-7596 or include your Case Number and forward any future correspondence to the following address:

DEA HEADQUARTERS  
ATTN: FOI/PA UNIT (SARF)  
8701 MORRISSETTE DRIVE  
SPRINGFIELD, VIRGINIA 22152

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section



**U.S. Department of Justice**  
**Drug Enforcement Administration**

---

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], received by the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to DEA records. Your request has been opened and assigned the above case number. Please include this case number when corresponding with this office.

You are advised that unusual circumstances apply to your request because you seek investigative records. As defined under the FOIA, unusual circumstances include the need to search for, and collect, records from field facilities. 5 USC § 552 (a)(6)(B)(iii). While FOIA and Privacy Act requests are centrally processed by this office at DEA Headquarters, complete investigative files are maintained at, and must be retrieved from, respective DEA field offices, worldwide. As a result of these unusual circumstances, DEA will need additional time to act on your request as discussed below.

This notice of unusual circumstances extends the time for DEA to make a determination on your request an additional ten working days, for a total of 30 working days from the date of your request. However, based on the processing of your request on a first-in, first-out basis, and the current substantial backlog of requests for DEA records, we do not expect a determination to be made on your request within the 30 working days. Rest assured that DEA will act on your request promptly when it is next in the processing queue. You are further advised that you may modify your request by limiting its scope to speed processing and/or you may seek an alternative time frame for processing your request or modified request.



This letter confirms your obligation that by filing your request, you have agreed to pay all applicable fees charged under 28 C.F.R. § 16.11, up to \$25.00. No fees are due at this time. If you have any questions regarding this letter, you may contact our Customer Service Hotline Representative on (202) 307-7596 or mail your correspondence to:

DEA HEADQUARTERS  
ATTN: FOI/PA UNIT (SARF)  
8701 MORRISSETTE DRIVE  
SPRINGFIELD, VIRGINIA 22152

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section



**U.S. Department of Justice  
Drug Enforcement Administration**

---

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

Referred to DEA by: [CUSTOMFIELD9]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter is to acknowledge the receipt of documents forwarded to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), by the (agency name and acronym) in response to your Freedom of Information/Privacy Act (FOI/PA) request dated [REQUESTEDDATE]. Your referral was opened and assigned the above case number. Please include this case number when corresponding with this office.

In order to expedite all requests, your referral will be handled in chronological order based on the date of your original request letter. If you have any questions regarding this letter, you may contact our Customer Service Hotline Representative on (202) 307-7596 or mail your correspondence to:

DEA HEADQUARTERS  
ATTN: FOI/PA UNIT (SARF)  
8701 MORRISSETTE DRIVE  
SPRINGFIELD, VIRGINIA 22152

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section



**U.S. Department of Justice  
Drug Enforcement Administration**

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

Estimated Fee Required: [TOTALCOST]

Search Fee: \$0.00

Review Fee: \$0.00

Reproduction Fee: \$0.00

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

The search, review, and reproduction fees for processing your Freedom of Information Act (FOIA) request are anticipated to equal or exceed the amount noted above. You are required to make an advance payment. **Additionally, it is required that you agree to pay all remaining fees incurred when your request is completed. Even upon receipt of all processing fees, the Drug Enforcement Administration (DEA) cannot guarantee that any documents will be made available to you under the Freedom of Information/Privacy Act (FOI/PA).**

As provided by 28 C.F.R § 16.3(b), this letter also affords you the opportunity to reformulate your request in such a manner as to reduce the search, review, and reproduction fees. This could be accomplished by narrowing the scope of your request; specifying the documents that you desire, the time frame or incident about which you are interested; or noting a specific investigation that concerned or involved the subject of your request.

Upon receipt of a **check or money order** in the amount indicated above, made payable to the Treasury of the United States, DEA will initiate further processing of your request. However, if this office does not receive your payment within 30 days, DEA will assume that you do not wish to pursue this matter and your request will be administratively closed.

Please indicate on the face of your check or money order the Case Number and mail to the following address:

DEA HEADQUARTERS  
ATTN: FOI/PA UNIT (SARF)  
8701 MORRISSETTE DRIVE  
SPRINGFIELD, VIRGINIA 22152

If you are not satisfied with the response to this request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be received within sixty (60) days from the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions regarding this letter, you may contact Government Information Specialist [PRIMARYUSERNAME] on [PRIMARYUSERPHONE].

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section



**U.S. Department of Justice**  
Drug Enforcement Administration  
FOI/Records Management Section  
8701 Morrisette Drive  
Springfield, Virginia 22152

---

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

A determination has been made to deny your request pursuant to subsections of the Privacy Act and/or Freedom of Information Act referenced at the end of this letter. The exemption number(s) indicated by a mark appearing in the block to the left of the subsection cited constitutes the authority for withholding the deleted material. An enclosure to this letter explains these exemptions in more detail.

The processing of your request identified certain materials that will be released to you. Portions not released are being withheld pursuant to the Freedom of Information Act, 5 U.S.C. § 552, and/or the Privacy Act, 5 U.S.C. § 552a. Please refer to the list enclosed with this letter that identifies the authority for withholding the deleted material, which is indicated by a mark appearing in the block next to the exemption. An additional enclosure with this letter explains these exemptions in more detail. The documents are being forwarded to you with this letter.

The rules and regulations of the Drug Enforcement Administration applicable to Freedom of Information Act requests are contained in the Code of Federal Regulations, Title 28, Part 16, as amended. They are published in the Federal Register and are available for inspection by members of the public.

Certain DEA documents contained information furnished by another government agency/agencies. DEA is in the process of consulting with the agency/agencies before granting access to the documents in accordance with 28 C.F.R. § 16.4 and/or 16.42. You will be notified if more material is available for release pending results from the consultation(s).

Certain DEA files contain information that was furnished by another government agency/agencies. That information and a copy of your request have been referred for a decision as to access and the agency/agencies involved will respond directly to you in accordance with 28 C.F.R § 16.4 and/or 16.42.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be received within sixty (60) days from the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions regarding this letter, you may contact Government Information Specialist [PRIMARYUSERNAME] on [PRIMARYUSERPHONE].

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section

Number of pages withheld: [FULLYREDACTEDPAGES]

Number of pages released: [NONREDACTEDPAGES]

Number of pages referred: 0

Number of pages consulted: 0

**APPLICABLE SECTIONS OF THE FREEDOM OF INFORMATION AND/OR PRIVACY ACT:**

**Freedom of Information Act  
5 U.S.C. 552**

**Privacy Act  
5 U.S.C. 552a**

☐ (b)(1)    ☐ (b)(5)    ☐ (b)(7)(C)

☐ (d)(5)    ☐ (k)(2)

☐ (b)(2)    ☐ (b)(6)    ☐ (b)(7)(D)

☐ (j)(2)    ☐ (k)(5)

☐ (b)(3)      ☐ (b)(7)(A)    ☐ (b)(7)(E)

☐ (k)(1)      ☐ (k)(6)

☐ (b)(4)      ☐ (b)(7)(B)    ☐ (b)(7)(F)

Enclosures

FREEDOM OF INFORMATION ACT  
SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) Information which is currently and properly classified pursuant to Executive Order in the interest of the national defense or foreign policy.
- (b)(2) Materials related solely to the internal rules and practices of DEA.
- (b)(3) Information specifically exempted from disclosure by another federal statute.
- (b)(4) Privileged or confidential information obtained from a person, usually involving commercial or financial matters.
- (b)(5) Inter-agency or intra-agency documents which are subject to a privilege, such as documents the disclosure of which would have an inhibitive effect upon the development of policy and administrative direction, or which represent the work product of an attorney, or which reflect confidential communications between a client and an attorney.
- (b)(6) Materials contained in sensitive records such as personnel or medical files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.
- (b)(7) Records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could reasonably be expected to interfere with enforcement proceedings; (B) would deprive a person of a right to a fair trial or an impartial adjudication; (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy; (D) could reasonably be expected to disclose the identity of a confidential source, including a State, local or foreign agency or authority or any private institution which furnished information on a confidential basis; and, in the case of a record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source; (E) would disclose techniques and procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual.

PRIVACY ACT  
SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) Materials compiled in reasonable anticipation of a civil action or proceeding.
- (j)(2) Material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals.
- (k)(1) Information which is currently and properly classified pursuant to Executive Order in the interest of the national defense or foreign policy.
- (k)(2) Material compiled during civil investigations for law enforcement purposes.
- (k)(5) Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information

pursuant to an express promise that his identity would be held in confidence, or pursuant to an implied promise of confidentiality if such information was furnished prior to September 27, 1975.

- (k)(6) The substance of tests used to determine individual qualifications for appointment or promotion in Federal Government Service.





**U.S. Department of Justice**  
Drug Enforcement Administration  
FOI/Records Management Section  
8701 Morrisette Drive  
Springfield, Virginia 22152

---

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

After reviewing your request as constituted we conducted a preliminary query for responsive records pertaining to yourself. To search for responsive records, we queried the DEA Investigative Reporting, and Filing System (IRFS). IRFS is the system of records that contains all administrative, general and investigative files compiled by DEA for law enforcement purposes. DEA retrieves investigative information about an individual, an operation or company from the IRFS using the DEA Narcotics and Dangerous Drug Information System (NADDIS). Individuals are indexed, identified, and retrieved through NADDIS using their name, Social Security Number, and/or date of birth. As a result of our search, we were only able to find one file pertaining to you.

The processing of your request identified certain materials that will be released to you. Portions not released are being withheld pursuant to the Freedom of Information Act, 5 U.S.C. § 552, and/or the Privacy Act, 5 U.S.C. § 552a. Please refer to the list enclosed with this letter that identifies the authority for withholding the deleted material, which is indicated by a mark appearing in the block next to the exemption. An additional enclosure with this letter explains these exemptions in more detail. The documents are being forwarded to you with this letter.

The rules and regulations of the Drug Enforcement Administration applicable to Freedom of Information Act requests are contained in the Code of Federal Regulations, Title 28, Part 16, as amended. They are published in the Federal Register and are available for inspection by members of the public.

Certain DEA documents contained information furnished by another government agency/agencies. DEA is in the process of consulting with the agency/agencies before granting access to the documents in accordance with 28 C.F.R. § 16.4 and/or 16.42. You will be notified if more material is available for release pending results from the consultation(s).

Certain DEA files contain information that was furnished by another government agency/agencies. That information and a copy of your request have been referred for a decision as to access and the agency/agencies involved will respond directly to you in accordance with 28 C.F.R § 16.4 and/or 16.42.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be received within sixty (60) days from the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions regarding this letter, you may contact Government Information Specialist [PRIMARYUSERNAME] on [PRIMARYUSERPHONE].

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section

Number of pages withheld: [FULLYREDACTEDPAGES]

Number of pages released: [NONREDACTEDPAGES]

Number of pages referred: 0

Number of pages consulted: 0

**APPLICABLE SECTIONS OF THE FREEDOM OF INFORMATION AND/OR PRIVACY ACT:**

**Freedom of Information Act  
5 U.S.C. 552**

**Privacy Act  
5 U.S.C. 552a**

☐ (b)(1)    ☐ (b)(5)    ☐ (b)(7)(C)

☐ (d)(5)    ☐ (k)(2)

☐ (b)(2)    ☐ (b)(6)    ☐ (b)(7)(D)

☐ (j)(2)    ☐ (k)(5)

☐ (b)(3)      ☐ (b)(7)(A)    ☐ (b)(7)(E)

☐ (k)(1)      ☐ (k)(6)

☐ (b)(4)      ☐ (b)(7)(B)    ☐ (b)(7)(F)

Enclosures

FREEDOM OF INFORMATION ACT  
SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) Information which is currently and properly classified pursuant to Executive Order in the interest of the national defense or foreign policy.
- (b)(2) Materials related solely to the internal rules and practices of DEA.
- (b)(3) Information specifically exempted from disclosure by another federal statute.
- (b)(4) Privileged or confidential information obtained from a person, usually involving commercial or financial matters.
- (b)(5) Inter-agency or intra-agency documents which are subject to a privilege, such as documents the disclosure of which would have an inhibitive effect upon the development of policy and administrative direction, or which represent the work product of an attorney, or which reflect confidential communications between a client and an attorney.
- (b)(6) Materials contained in sensitive records such as personnel or medical files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.
- (b)(7) Records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could reasonably be expected to interfere with enforcement proceedings; (B) would deprive a person of a right to a fair trial or an impartial adjudication; (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy; (D) could reasonably be expected to disclose the identity of a confidential source, including a State, local or foreign agency or authority or any private institution which furnished information on a confidential basis; and, in the case of a record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source; (E) would disclose techniques and procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual.

PRIVACY ACT  
SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) Materials compiled in reasonable anticipation of a civil action or proceeding.
- (j)(2) Material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals.
- (k)(1) Information which is currently and properly classified pursuant to Executive Order in the interest of the national defense or foreign policy.
- (k)(2) Material compiled during civil investigations for law enforcement purposes.
- (k)(5) Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information

pursuant to an express promise that his identity would be held in confidence, or pursuant to an implied promise of confidentiality if such information was furnished prior to September 27, 1975.

- (k)(6) The substance of tests used to determine individual qualifications for appointment or promotion in Federal Government Service.



**U.S. Department of Justice**  
Drug Enforcement Administration  
FOI/Records Management Section  
8701 Morrisette Drive  
Springfield, Virginia 22152

---

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

The processing of your request identified certain materials that will be released to you with this letter. Portions not released are being withheld pursuant to the Freedom of Information Act, 5 U.S.C. 552, and/or the Privacy Act, 5 U.S.C. 552a. Please refer to the list enclosed with this letter that identifies the authority for withholding the deleted material, which is indicated by a mark appearing in the block next to the exemption. An additional enclosure with this letter explains these exemptions in more detail.

The rules and regulations of the Drug Enforcement Administration applicable to Freedom of Information Act requests are contained in the Code of Federal Regulations, Title 28, Part 16, as amended. They are published in the Federal Register and are available for inspection by members of the public.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be received within sixty (60) days from the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions regarding your request, you may contact Government Information Specialist [PRIMARYUSERNAME] on [PRIMARYUSERPHONE].

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section

Enclosures

Number of pages withheld: 0

Number of pages released: 0

APPLICABLE SECTIONS OF THE FREEDOM OF INFORMATION AND/OR PRIVACY ACT:

Freedom of Information Act 5 U.S.C. 552			Privacy Act 5 U.S.C. 552a	
<input type="checkbox"/> (b)(1)	<input type="checkbox"/> (b)(5)	<input checked="" type="checkbox"/> (b)(7)(C)	<input type="checkbox"/> (d)(5)	<input type="checkbox"/> (k)(2)
<input checked="" type="checkbox"/> (b)(2)	<input type="checkbox"/> (b)(6)	<input type="checkbox"/> (b)(7)(D)	<input type="checkbox"/> (j)(2)	<input type="checkbox"/> (k)(5)
<input type="checkbox"/> (b)(3)	<input type="checkbox"/> (b)(7)(A)	<input type="checkbox"/> (b)(7)(E)	<input type="checkbox"/> (k)(1)	<input type="checkbox"/> (k)(6)
<input type="checkbox"/> (b)(4)	<input type="checkbox"/> (b)(7)(B)	<input checked="" type="checkbox"/> (b)(7)(F)		

FREEDOM OF INFORMATION ACT  
SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) Information which is currently and properly classified pursuant to Executive Order in the interest of the national defense or foreign policy.
- (b)(2) Materials related solely to the internal rules and practices of DEA.
- (b)(3) Information specifically exempted from disclosure by another federal statute.
- (b)(4) Privileged or confidential information obtained from a person, usually involving commercial or financial matters.
- (b)(5) Inter-agency or intra-agency documents which are subject to a privilege, such as documents the disclosure of which would have an inhibitive effect upon the development of policy and administrative direction, or which represent the work product of an attorney, or which reflect confidential communications between a client and an attorney.
- (b)(6) Materials contained in sensitive records such as personnel or medical files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.
- (b)(7) Records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could reasonably be expected to interfere with enforcement proceedings; (B) would deprive a person of a right to a fair trial or an impartial adjudication; (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy; (D) could reasonably be expected to disclose the identity of a confidential source, including a State, local or foreign agency or authority or any private institution which furnished information on a confidential basis; and, in the case of a record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source; (E) would disclose techniques and procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual.

PRIVACY ACT  
SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) Materials compiled in reasonable anticipation of a civil action or proceeding.
- (j)(2) Material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals.
- (k)(1) Information which is currently and properly classified pursuant to Executive Order in the interest of the national defense or foreign policy.
- (k)(2) Material compiled during civil investigations for law enforcement purposes.
- (k)(5) Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to an express promise that his identity would be held in confidence, or pursuant to an implied promise of confidentiality if such information was furnished prior to September 27, 1975.
- (k)(6) The substance of tests used to determine individual qualifications for appointment or promotion in Federal Government Service.



**U.S. Department of Justice**  
Drug Enforcement Administration  
FOI/Records Management Section  
8701 Morrisette Drive  
Springfield, Virginia 22152

---

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information Act/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject. Your request was opened and assigned the above case number. Please include this case number in any future correspondence addressed to this office.

After reviewing your request as submitted, we have decided to separate your request into two requests. Again, this request will only address DEA records pertaining to the above subject. We will address the second portion of your request related to third party information under DEA FOIA Case Number \_\_\_\_\_.

After a thorough review of your request, we have unfortunately found it to be deficient. Before our office can proceed with processing your request, it will be necessary for you to complete and submit the enclosed Department of Justice (DOJ), Certification of Identity Form 361, with your **original signature** to ensure that we possess the necessary search criteria to conduct a search for any responsive information.

This letter also confirms your obligation that by filing your request, you have agreed to pay all applicable fees charged under 28 C.F.R. 16.11, up to \$25.00. No fees are due at this time.



To this end, no further action will be initiated on this request until we are in receipt of the above documentation. Upon receipt of your Form 361, we will conduct a query of the Investigation Reporting and Filing System (IRFS). IRFS is the system of records that contains all administrative, general and investigative files compiled by DEA for law enforcement purposes. If this office does not receive your response within 30 days, DEA will assume that you do not wish to pursue this matter and your request will be administratively closed. Please forward your response to the following address:

DEA HEADQUARTERS  
ATTN: FOIA/PA UNIT (SARF)  
8701 MORRISSETTE DRIVE  
SPRINGFIELD, VIRGINIA 22152

If you have any questions regarding this letter, you may contact the customer support hotline at 202-307-7596.

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section

Enclosures



**U.S. Department of Justice**  
Drug Enforcement Administration  
FOI/Records Management Section  
8701 Morrisette Drive  
Springfield, Virginia 22152

---

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information Act/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

Your request was opened and assigned the above case number. Please include this case number in any future correspondence addressed to this office.

Before DEA can begin processing your request, it will be necessary for you to provide either proof of death or an original notarized authorization (DOJ Form 361 and Third Party Release Statement) from this individual. Two forms are enclosed to assist you with meeting this requirement.

Proof of death can be a copy of a notarized death certificate, obituary, or a recognized reference source. Waivers of personal privacy must be notarized, must specifically identify the person waiving privacy (including full name, date and place of birth, social security number and present address), and must be specifically directed to the DEA -- permitting the DEA to release personal information (about the person executing the waiver) from its files. The waiver should be dated within a reasonable time period preceding the request, and the original copy of the waiver must be provided to the DEA.

If you submit either a copy of the proof of death or an original notarized authorization directly to the DEA, we will conduct a search of our records. In addition, to ensure an accurate search of our records, please provide your subject's complete name, date and place of birth, and social security number if you have not already done so.

Without proof of death or an original notarized authorization, to confirm the existence of law enforcement records or information about another person is considered an unwarranted invasion of personal privacy. Such records would be exempt from disclosure pursuant to Exemptions (b)(6), (b)(7)(C), (b)(7)(D), (b)(7)(F) and/or of the Freedom of Information Act (FOIA), Title 5 U.S.C. Section 552.

This letter also confirms your obligation that by filing your request, you have agreed to pay all applicable fees charged under 28 C.F.R. 16.11, up to \$25.00. For purposes of assessing fees, your request has been categorized as "***all others***" in which you will be afforded two (2) hours of search and 100 pages of duplication at no charge. You will be responsible for all other fees incurred beyond the above threshold. At that time, the DEA will be able to provide you with an estimate of any fees for processing your request. No fees are due at this time.

OR

This letter also confirms your obligation that by filing your request, you have agreed to pay all applicable fees charged under 28 C.F.R. 16.11. For purposes of assessing fees, your request has been categorized as a "**commercial use**" request, which means that you will be responsible for all queries, review, and duplication fees associated with your request. Because your request has been considered as a commercial use request, it is not known at this time how much information is available, nor is it known how much information ultimately can be released to you, or whether the information necessary for DEA to make a determination whether to withhold or release the records is readily available. However, please be advised that even upon receipt of all processing fees, the DEA **cannot** guarantee that any records will be made available to you pursuant to the Freedom of Information Act, 5 U.S.C. § 552. No fees are due at this time.

To this end, no further action will be initiated on this request until we are in receipt of the above documentation. Upon receipt, we will conduct a query of the Investigation Reporting and Filing System (IRFS). IRFS is the system of records that contains all administrative, general and investigative files compiled by DEA for law enforcement purposes. If this office does not receive your response within 30 days, DEA will assume that you do not wish to pursue this matter and your request will be administratively closed. Please forward your response to the following address:

DEA HEADQUARTERS  
ATTN: FOIA/PA UNIT (SARF)  
8701 MORRISSETTE DRIVE  
SPRINGFIELD, VIRGINIA 22152

If you have any questions regarding this letter, you may contact the customer support hotline at 202-307-7596.

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section

Enclosures



**U.S. Department of Justice**  
Drug Enforcement Administration  
FOI/Records Management Section  
8701 Morrisette Drive  
Springfield, Virginia 22152

---

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information Act/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

Your request was opened and assigned the above case number. Please include this case number in any future correspondence addressed to this office.

After a thorough review of your request as submitted, we have unfortunately found it to be deficient. Before our office can proceed with processing your request, it will be necessary for you to complete and submit the enclosed Department of Justice (DOJ), Certification of Identity Form 361, with your **original signature** to ensure that we possess the necessary search criteria to conduct a search for any responsive information.

This letter also confirms your obligation that by filing your request, you have agreed to pay all applicable fees charged under 28 C.F.R. 16.11, up to \$25.00. For purposes of assessing fees, your request has been categorized as "**all others**" in which you will be afforded two (2) hours of search and 100 pages of duplication at no charge. You will be responsible for all other fees incurred beyond the above threshold. At that time, the DEA will be able to provide you with an estimate of any fees for processing your request. No fees are due at this time.

OR

This letter also confirms your obligation that by filing your request, you have agreed to pay all applicable fees charged under 28 C.F.R. 16.11. For purposes of assessing fees, your request has been categorized as a “**commercial use**” request, which means that you will be responsible for all queries, review, and duplication fees associated with your request. Because your request has been considered as a commercial use request, it is not known at this time how much information is available, nor is it known how much information ultimately can be released to you, or whether the information necessary for DEA to make a determination whether to withhold or release the records is readily available. However, please be advised that even upon receipt of all processing fees, the DEA **cannot** guarantee that any records will be made available to you pursuant to the Freedom of Information Act, 5 U.S.C. § 552. No fees are due at this time.

To this end, no further action will be initiated on this request until we are in receipt of the above documentation. Upon receipt of your Form 361, we will conduct a query of the Investigation Reporting and Filing System (IRFS). IRFS is the system of records that contains all administrative, general and investigative files compiled by DEA for law enforcement purposes. If this office does not receive your response within 30 days, DEA will assume that you do not wish to pursue this matter and your request will be administratively closed. Please forward your response to the following address:

DEA HEADQUARTERS  
ATTN: FOIA/PA UNIT (SARF)  
8701 MORRISSETTE DRIVE  
SPRINGFIELD, VIRGINIA 22152

If you have any questions regarding this letter, you may contact the customer support hotline at 202-307-7596.

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section

Enclosures



U.S. Department of Justice  
Drug Enforcement Administration

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

Fee Required: \$[INVOICEAMOUNT]  
Search Fee: \$0.00  
Review Fee: \$0.00  
Reproduction Fee: \$0.00  
Advance Fee Paid: \$[PAIDAMOUNT]

[REQUESTERNAME]  
Reg. No. [CUSTOMFIELD20]  
[COMPANY]  
[STREET1] [STREET2]  
[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

Your request has been processed. A determination has been made to release a portion of the information you have requested.

Upon receipt of a **check or money order** in the above amount, made payable to the Treasury of the United States, the documents will be forwarded to you. This payment covers search, review and/or reproduction fees as authorized by statute. Please indicate on the face of your check or money order the Case Number noted above, and mail it to the following address:

DEA HEADQUARTERS  
ATTN: FOI/PA UNIT (SARF)  
8701 MORRISSETTE DRIVE  
SPRINGFIELD, VIRGINIA 22152

If you are not satisfied with the response to this request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be received within sixty (60) days from the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions regarding this letter, you may contact Government Information Specialist [PRIMARYUSERNAME] on [PRIMARYUSERPHONE].

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section



**U.S. Department of Justice**  
**Drug Enforcement Administration**

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATESHORT] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information Act/Privacy Act (FOI/PA) request letter dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to DEA records pertaining to your client (Mr. or Ms. Name).

Your request was opened and assigned the above case number. Please include this case number in any future correspondence addressed to this office.

After reviewing your request as constituted, we conducted a preliminary search for responsive records pertaining to your client (Mr. or Ms. Name). To query for responsive records, we searched the DEA Investigative Reporting, and Filing System (IRFS). IRFS is the system of records that contains all administrative, general and investigative files compiled by DEA for law enforcement purposes. DEA retrieves investigative information about an individual, an operation or company from the IRFS using the DEA Narcotics and Dangerous Drug Information System (NADDIS). Individuals are indexed, identified, and retrieved through NADDIS using their name, Social Security Number, address and/or date of birth. As a result of our query, we are unable to locate any records responsive to your request.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be received within sixty (60) days from the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."



If you have any questions regarding this letter, you may contact the customer support hotline at 202-307-7596.

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section



**U.S. Department of Justice**  
**Drug Enforcement Administration**

---

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATE] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information Act/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

Your request was opened and assigned the above case number. Please include this case number in any future correspondence addressed to this office.

After reviewing your request as constituted, we conducted a preliminary search for responsive records pertaining to you. To search for responsive records, we queried the DEA Investigative Reporting, and Filing System (IRFS). IRFS is the system of records that contains all administrative, general and investigative files compiled by DEA for law enforcement purposes. DEA retrieves investigative information about an individual, an operation or company from the IRFS using the DEA Narcotics and Dangerous Drug Information System (NADDIS). Individuals are indexed, identified, and retrieved through NADDIS using their name, Social Security Number, address and/or date of birth. As a result of our query, we are unable to locate any records responsive to your request.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

If you are not satisfied with the response to this request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be received within sixty (60) days from the date of this letter. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you have any questions regarding this letter, you may contact the customer support hotline at 202-307-7596.

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section



**U.S. Department of Justice**  
Drug Enforcement Administration  
FOI/Records Management Section  
8701 Morrisette Drive  
Springfield, Virginia 22152

---

Case Number: [CASENUMBER]

Subject: [REQUESTDESCRIPTION]

Previous DEA Case Number: [REFERENCE]

[REQUESTERNAME]

Reg. No. [CUSTOMFIELD20]

[COMPANY]

[STREET1] [STREET2]

[CITY], [STATE] [ZIPCODE]

Dear [REQUESTERPREFIX] [RLNAME]:

This letter responds to your Freedom of Information/Privacy Act (FOI/PA) request dated [REQUESTEDDATE], addressed to the Drug Enforcement Administration (DEA), Freedom of Information/Privacy Act Unit (SARF), seeking access to information regarding the above subject.

A request from you has been previously processed under the above referenced DEA case number. No further information other than that previously sent is available to you. Therefore, no further action will be taken regarding this request and this case will be administratively closed.

If you have any questions regarding this letter, you may contact Government Information Specialist [PRIMARYUSERNAME] on [PRIMARYUSERPHONE].

Sincerely,

Katherine L. Myrick, Chief  
Freedom of Information/Privacy Act Unit  
FOI/Records Management Section