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Description of document:	Various memos, reports, and letters relating to Department of the Treasury Office of Foreign Assets Control (OFAC's) FOIA backlog and prospects for improving the responsiveness of OFAC's FOIA program and weekly, bi-weekly, monthly, semi-monthly, annual and semi-annual performance reports of OFAC's FOIA program, 2001 - 2007
Requested date:	04-July-2006
Released date:	06-Mar-2009
Posted date:	21-August-2009
Title of document	Various (see following page)
Source of document:	Office of Foreign Assets Control Attn: Freedom of Information Act Officer U.S. Department of the Treasury Treasury Annex 1500 Pennsylvania Avenue, NW Washington, DC 20220

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Titles of Included Documents

1. Various Memoranda, 22-June-2001 – 14-June-2005
2. April 2004 FOIA Initiative
3. Monthly Report for February 2007, February 26. 2001
4. Monthly Report for March 2007
5. Monthly Report of FOIA Activities, May, 2004, April 2004, March 2004, January 2004, December 2003
6. Monthly Report on FOIA Activities, Month: November 2003, December 2002, November 2002, September 2002, August 2002, July 2002, June 2002, May 2002, February 2002, January 2002, December 2001, November 2001, October 2001, September 2001, August 2001,



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

MAR - 6 2009

FAC No. Gen.390017

FOIA Nos. 2006-07-039; 2006-07-041; 2006-07-044

This is in response to your Freedom of Information Act (FOIA) requests all dated July 4, 2006. Your requests were submitted to the Office of Foreign Assets Control (OFAC). You requested copies of various memos, reports, and letters that relate to OFAC's FOIA backlog and prospects for improving the responsiveness of OFAC's FOIA program. Additionally, you requested copies of weekly, bi-weekly, monthly, semi-monthly, annual and semi-annual performance reports of OFAC's FOIA program.

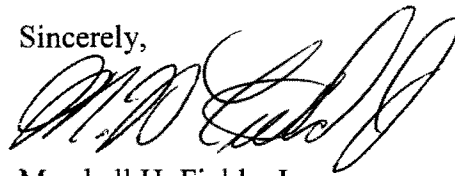
Please be aware that OFAC is experiencing a substantial backlog of FOIA requests that has adversely affected its response time.

A search of the Office of Foreign Assets Control (OFAC) for documents responsive to your requests produced a total of sixty-two (62) pages. Of those pages, we have determined that 48 pages of the records are releasable in part with redactions made pursuant to exemptions (b)(2) and (b)(6) of the FOIA; (10) pages are being released to you in full; and (4) pages are being withheld in their entirety pursuant to exemptions (b)(2) and (b)(6) of the FOIA.

You may appeal this decision, in writing, within 35 days after the date of this letter to the Freedom of Information Act Appeal, Disclosure Services (DO), Room 6204, Annex, Department of the Treasury, Washington, DC 20220. The deciding official for OFAC appeals is the Assistant Secretary of the Office of Terrorist Financing and Financial Crimes. Please include with your letter of appeal a copy of this response letter. Please reference FOIA case numbers **2006-07-039; 2006-07-041; 2006-07-044** in all future correspondence.

Enclosed is an information sheet pertaining to exemptions from disclosure under the FOIA, and your right to administrative appeal. No fees were incurred in processing your request.

Sincerely,

A handwritten signature in black ink, appearing to read "M. H. Fields, Jr.", written in a cursive style.

Marshall H. Fields, Jr.
Assistant Director, Disclosure Services
Office of Resource Management
Office of Foreign Assets Control

Enclosures

1. Responsive Documents (58) pages
2. Exemptions of the FOIA
3. Administrative Appeal Sheet



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

FAC NO [REDACTED] (b)(2)

June 14, 2005

MEMORANDUM FOR GINNY CANTER

FROM: MERETE EVANS *Merete Evans*

SUBJECT: FOIA – Where do we go from here plan

During yesterday's staff meeting you asked for a plan outlining the initial steps that I recommend taking to move the FOIA process forward. The following is my plan for the immediate future:

(b)(6) Several months ago I asked [REDACTED] and the FOIA processors to focus on cases that are older than 2001 (i.e from 1994 to the end of 2000). A number of those cases have been processed or closed. We have 26 cases left. They fall into all four categories (referral, easy, medium, and large). Seven of the 26 cases are in Legal and the majority of the rest are in Licensing with one in IPD, one in Compliance, and one in Civil Penalties. I have already had two meetings with counsel, compliance and licensing and I have asked

(b)(6) [REDACTED] to follow up on those meetings.

Of the 26 cases, it makes most sense to separate out the following for a stronger push:

Legal review: 1999-03-86
2000-03-59
2000-03-46
2000-10-31

Compliance: 1998-04-56

Civil Penalties: 2000-10-56

Licensing: 1999-02-49
2000-03-16
2000-03-59
2000-05-54
2000-06-06

(b)(6) [REDACTED] is going to schedule these meetings when she returns from vacation next week. I'll participate in the most critical ones. Otherwise [REDACTED] will attend without me to (b)(6)
(b)(2) see if [REDACTED] can move it forward. I'll keep updating you as we move forward and I may need your occasional involvement where an extra push is needed.

(b)(6) c.c [REDACTED]



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

FAC NO: [REDACTED]

(b)(2)

MEMORANDUM FOR DENNIS WOOD

BOB MCBRIEN

DAVID MILLS

HAL HARMON

[REDACTED] (b)(6)
BETSY SUE SCOTT

FROM:

MERETE EVANS

De Fran 1/12/05

SUBJECT:

FOIA CASES FROM 1995 TO 2001

This memo is to follow up on the subject of FOIA cases. As I mentioned in our last staff meeting, there are some very important non-FOIA related issues that are seriously affected if we do not move forward and devote some resources to processing the FOIA cases in the attached chart: 1. We are not able to implement OFAC's schedule, even if there are no other outstanding legal issues. 2. We are close to running out of space to house OFAC records in the Records room, and 3. We are not able to bring to a conclusion our work with NARA on the 60+ cubic feet of infested records that are stored in closets and offices on the second floor. While recognizing that you have many important priorities, Bob Werner views this as a high priority that we need to deal with. Having said all of this, I you should know that all your hard efforts to process FOIA cases over the past nine months has been greatly appreciated. It resulted in us making a serious dent in OFAC's backlog of cases.

The attached list of cases is a small part of OFAC's comprehensive log of FOIA cases. They represent outstanding cases from the earliest to the end of year 2000. [REDACTED] has placed the initials of each division next to the FOIA number assigned to that division. We need this span of cases to be the initial focus. I think we can make a great deal of improvement in our records management and at the same time comply with the Departmental policy of first in first out if we aim for completing all of the attached cases this fiscal year. I know that several of the cases are already in Legal for review. Please have your staff follow up with Legal on those cases to see if we can get them finalized. (b)(6)

There are several divisions that have very few cases listed during this early period. Please continue to work on the later cases that you have. Also, although [REDACTED] has cases that are assigned to her for processing, she is, as always, available to assist you in resolving processing questions. (b)(6)

c.c. Bob Werner

Barbara Hammerle

[REDACTED]

(b)(6)

Evans, Merete

From: Evans, Merete
Sent: Wednesday, April 14, 2004 4:17 PM (b)(6)
To: Mills, David; Roberts, Mark; Scott, Betsy Sue; Wood, Dennis; (b)(6); Harmon, Hal; (b)(6)
McBrien, Bob; Mills, David
Cc: Newcomb, Richard; (b)(6) (b)(6)
Subject: FOIA initiative
Importance: High

The first four FOIA files have been placed in your division boxes in the front office. I have also given each division a TRS Freedom of Information Act Handbook to assist you with the processing. Please let (b)(6) know when you are ready to place phonecalls so she can set it up. All cases **must** go through the initial phone call to (b)(2) determine continued interest, narrow the scope, and discuss possible processing fees. (b)(2)

(b)(6) Both (b)(6) and I are available for guidance and, as mentioned before, (b)(6) can provide you with copies of (b)(6) standard search memos to send to other divisions that may have records responsive to requests assigned to you. I have tried to assign the requests to divisions that will have the majority of the records requested. (b)(6) can also provide copies of sample letters to requestors and other agencies to use as guidance when preparing responses. (b)(6)

The first meeting with Rick will be this Monday after the Sr. staff meeting.

Merete

4/14/2004

Evans, Merete

From: Evans, Merete
Sent: Tuesday, April 13, 2004 3:19 PM
To: Johnson, Alana
Cc: Newcomb, Richard; [REDACTED] (b)(6)
Subject: OFAC FOIA initiative
Importance: High

Alana:

As my voicemail to you this AM indicated, OFAC has started a taskforce initiative to process our FOIA backlog. The taskforce is made up of personnel from OFAC's different divisions. As you know, we are set up to process FOIA requests along four tracks: Easy, Medium, Large and Referrals. The plan is to continue the first in first out Treasury policy along each track. In other words, we would start processing all easy requests then follow by processing all referrals from other agencies. We would then end the initiative with processing the medium and large requests. Initially, it will bring down the numbers of our pending requests while it provides some case experience to personnel that do not have much experience in processing FOIA and therefore would not be able to start out handling the larger and more complicated requests.

My question to you is this: Does it follow Departmental policy to process first in first out along the lines outlined above. If not, we need to sit down and discuss alternative ways. Please let me know.

Merete

4/13/2004

P

Evans, Merete

From: Johnson, Alana
Sent: Tuesday, April 13, 2004 3:54 PM
To: Evans, Merete
Cc: Newcomb, Richard; [REDACTED] (b)(6)
Subject: RE: OFAC FOIA initiative

Merete:

There is no specific policy pertaining to multitrack processing. All that the Treasury regs provide is that "Bureaus may establish multitrack processing of requests based on the amount of work or time, or both, involved in processing requests." (31 CFR 1.5(j)(3)). (b)(2)

The OFAC plan as outlined below demonstrates a creative yet practical approach to compliance with the FOIA. I know of no reason for OFAC not to pursue the plan -- it's a good one.

Alana

Alana Johnson
Chief, Disclosure Services

[REDACTED] (b)(2)

-----Original Message-----

From: Evans, Merete
Sent: Tuesday, April 13, 2004 3:19 PM
To: Johnson, Alana
Cc: Newcomb, Richard; [REDACTED] (b)(6)
Subject: OFAC FOIA initiative
Importance: High

Alana:

As my voicemail to you this AM indicated, OFAC has started a taskforce initiative to process our FOIA backlog. The taskforce is made up of personnel from OFAC's different divisions. As you know, we are set up to process FOIA requests along four tracks: Easy, Medium, Large and Referrals. The plan is to continue the first in first out Treasury policy along each track. In other words, we would start processing all easy requests then follow by processing all referrals from other agencies. We would then end the initiative with processing the medium and large requests. Initially, it will bring down the numbers of our pending requests while it provides some case experience to personnel that do not have much experience in processing FOIA and therefore would not be able to start out handling the larger and more complicated requests.

My question to you is this: Does it follow Departmental policy to process first in first out along the lines outlined above. If not, we need to sit down and discuss alternative ways. Please let me know.

Merete

4/13/2004

P

Evans, Merete

From: Evans, Merete
Sent: Tuesday, April 13, 2004 5:25 PM
To: (b)(6) [REDACTED] Scott, Betsy Sue; Wood, Dennis; Harmon, Hal; Roberts, Mark; McBrien, Bob; Mills, David
Cc: Newcomb, Richard; [REDACTED] (b)(6)
Subject: FOIA initiative
Importance: High

Here is a basic structure. We can work out questions as we go. I'll get the first cases to you tomorrow.

Merete

4/14/2004

APRIL 2004 FOIA INITIATIVE

This overview is to place some rudimentary structure into the process we have just started for the purpose of reducing the FOIA backlog. We have a backlog of 231 FOIA cases. [REDACTED]

(b)(2)

Each division has assigned one or two staff members to assist in this endeavor.

OFAC processes FOIA requests along four tracks: easy, medium, large, and referrals from other agencies. Under this initiative, we will start processing the easy FOIA requests first. It will reduce our overall numbers and introduce selected staff to the process.

(b)(6)

[REDACTED] is pulling cases for each division so they can be distributed tomorrow. I will send two or three to start with to each division. [REDACTED] will send more as we pull them.

(b)(6)

After you review a request, please contact [REDACTED] and let her know that you are ready to make a call to the requestor to ascertain continued interest, narrow the scope of the requests and other related issues. Such calls will be made with persons working the FOIAs on Tuesdays and Thursdays at 10:00 to 11:00 (or other times, if there is a need) from Merete Evans' office. All calls to requestors must be made with [REDACTED] or Merete Evans present to ensure that we address all issues relating to interest, scope, payment, etc. Completed calls should always be summarized in a memo to the file, detailing what was agreed to and, at times, it is also necessary to obtain an amended request from the requestor. To save time, amended requests must be FAXed to OFAC and not mailed.

(b)(6)

(b)(6)

After a request has been discussed with the requestor, divisions will need to locate and pull relevant records. It is possible that other divisions will have some records relevant to the request. In such cases, please issue a search memo to obtain those records. After collecting all relevant records, divisions are responsible for reviewing and redacting the documents, referring to other agencies as necessary, preparing a response, and forwarding it to OFAC's legal division for review. The file will come through Merete Evans for the Director's signature, which will then signal the FOIA is complete and the records will be updated. There is no other need to circulate cases through Merete Evans or [REDACTED]

(b)(6)

(b)(6)

[REDACTED] will be able to assist divisions with previously prepared letters and memos, such as search memos, referral memos, administrative closure memos, and sample response letters. [REDACTED] instructions to OFAC staff on the FOIA process may also assist you in processing the FOIA. Please contact her, if you need another copy of her handout(s).

(b)(6)

There will be weekly status meetings with the Director on Mondays immediately following the 10:00AM Sr. Staff meeting.



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

FAC No [REDACTED]

(b)(2)

MEMORANDUM FOR R. RICHARD NEWCOMB
DIRECTOR, OFAC

THROUGH: LOREN L. DOHM *L/L 8/22/02*
DEPUTY DIRECTOR, OFAC

FROM: MERETE M. EVANS *ME Evans 8/22/02*
STAFF ASSISTANT TO THE DIRECTOR, OFAC

SUBJECT: Meeting with Earl Wright on FOIA Backlog

On August 22, 2002, I briefed Dr. Earl Wright, Chief Management and Administrative Programs Officer, on the status of OFAC's FOIA backlog. The briefing, which was also attended by Alana Johnson, Office of Disclosure, and Loren Dohm, Deputy Director OFAC, took place as result of a e-mail to R. Richard Newcomb, Director OFAC, from Earl Wright about OFAC's growing backlog of FOIA cases. I made the following points about OFAC's backlog of close to 200 cases:

1. OFAC receives an ever-increasing number of FOIA requests on a yearly basis because of the high-visibility of the programs OFAC is charged with administering. (For example - in 1999 OFAC received 45 FOIA requests and in 2002 we have received 46 requests to date.
2. The majority of FOIA requests to OFAC are complex, even the easy-ones. Most requests involve the coordination of searches for documents in several different divisions; submitter notices; and referrals to other Agencies of documents originating with them. (For example - the Emmerson FOIA - about 700 pages were reviewed and about 50 pages were redacted and released. In addition, about 3,700 pages were segregated, copied and numbered before classified referral to three other agencies for direct response to the requestor.) OFAC receives few routine FOIA requests where the same kind of information is requested repeatedly. Almost all requests present their own set of unique problems.
3. Processing time on large cases is very long because of the involvement of many OFAC divisions, other agencies, submitters notices, and a very large volume of documents. During the last eight months OFAC has processed only three large FOIA cases. Two sued because OFAC did not process their requests within the legal timeframe of 20 days and one was a Judicial Watch anticipated law suit. **During that same time period, OFAC received 46 new FOIA requests.**

OFAC's backlog, which is processed along four tracks of easy, medium, large, and referrals (on a first-in first-out basis) currently includes 67 large-cases. It is possible that those will take as long to process as the three mentioned above.

(b)(2)

4. Many FOIA requests to OFAC are likely to be high profile requests (example: Mokhiber FOIA) which results in numerous media calls, etc.
5. OFAC has only one full time FOIA specialist to handle this ever-increasing workload, which also includes frequent calls from requestors who want to inquire about the status of their particular request.
6. With current personnel resources, to increase the processing rate any substantial amount, OFAC would have to divert trained personnel from their current responsibilities which, since 9/11/01, have been heavily oriented toward OFAC's terrorism programs.

As part of the briefing, I detailed the improvements that have been implemented in order to make the flow of cases faster:

- OFAC has made use of Treasury's FOIA reading room to release information where we have several requests for the same information. (Mokhiber case). When that case is completed next week, we can quickly address cases that request information already released and close those requests.
- OFAC has temporarily reassigned one additional employee to assist with the FOIA processing. The responsibility of this person, who is not FOIA trained but who knows OFAC records, will be to address incoming FOIAs to determine if a request can be narrowed and to communicate with requestors about possible costs associated with their request. This will not process the cases out of turn but it may move them from the large category into the easy or medium categories thus making the eventual processing time shorter.
- For the past six months OFAC has used Adobe Acrobat to redact on line, thereby eliminating the time-consuming hand redacting and xeroxing of documents. Recently, I requested that [REDACTED] be installed on four (b)(2) computers for even faster redacting. Installation has taken place but we are still waiting for training and a high-speed scanner to scan in the documents. (OFAC has been told by the HELPDESK that there is no money in the budget for a scanner until the new fiscal year).
- Loren Dohm also described that, as an additional future measure, OFAC was looking into the cost of scanning all of OFAC's files. He noted that the completion of such a project could make searches for files subject to FOIA

request easier and faster, but it would not eliminate the need for trained professionals.

Finally, I noted that even with all of the implemented improvements and the anticipated scanning, it would take additional resources to address the FOIA backlog. I estimated that it would take at least four FOIA trained professionals and two or three backup administrative persons to assist with searches, copying, mailing, etc. to make any kind of meaningful dent in the backlog.

Earl Wright was sympathetic to OFAC's problems. He noted information about the various points made above and indicated that he had met previously with senior Treasury officials on this issue. However, no additional resources had been allocated and no other solution had been arrived at. He stated that he would address the issue again and we agreed that hopefully there would be a solution before Treasury finds itself in a potentially embarrassing situation. I also followed up with a call to Earl Wright to inform him of a particular requestor who on more than one occasion had indicated that he would sue the Treasury Department for failure to allocate enough resources to address FOIA requests.

c.c. Dr. Earl Wright
Alana Johnson



(b)(6)



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

FAC NO. [REDACTED] (b)(2)

MEMORANDUM FOR R. RICHARD NEWCOMB

THROUGH: LOREN DOHM
FROM: MERETE EVANS 7/10/02

SUBJECT: Estimate for staff necessary to reduce OFAC's FOIA Backlog

Recommendation:

Based on OFAC responses to FOIA request over the past eight months, I estimate that it would take a team of four FOIA officers and three administrative support persons to make a meaningful dent in OFAC's FOIA backlog.

Backlog in Numbers:

As of today, OFAC has 190 outstanding FOIA requests. They are broken down as follows:

	Category Large	Category Medium	Category Easy	Other Agency Referrals
1995	4			
1996	6	2		
1997	1	2	1	
1998	11	6	3	
1999	11	10	1	1
2000	9	14	23	1
2001	14	12	17	6
2002	8	12	13	2

Processing of three recent requests:

OFAC receive FOIA requests at the rate of 60 – 70 per year. I expect that number to increase. The requests are spread over four different categories (easy, medium, large, and other agency referral) and they are processed along those four tracks on a first in – first out basis, in accordance with Treasury policy of handling FOIAs.

[REDACTED]

(b)(2)

Those three FOIA requests mentioned above appeared to OFAC as regular, although somewhat large FOIA requests. OFAC has worked nearly eight months to process those

three requests and we are not quite done yet. The resources for the three FOIA requests has been:

- 1 full time FOIA person for eight months
- 1/3 to 1/2 of Staff Assistant to the Director's time
- 1PD time in pulling documents
- A task force of three persons worked for about two months to identify files and locate responsive documents
- A task force of 6 persons worked for several days to count and number documents, and
- Five persons provided administrative backup to copy documents and handles IT issues. Their combined time is probably one month for five persons.

OFAC's FOIA person is working under a lot of stress because of the court ordered deadlines and almost everyone that has participated in this effort will have to deal with a backlog of work in his or her own areas of responsibility. Therefore, any resources that can be applied to this on a permanent basis will help.

Evans, Merete

From: Wright, Earl
Sent: Friday, June 22, 2001 3:18 PM
To: Evans, Merete
Cc: Johnson, Alana
Subject: RE: FOIA BACKLOG UPDATE

Merete -- I really appreciate your attention to this matter. If there is anything that we can do to help, please let us know. v/r, Earl

-----Original Message-----

From: Evans, Merete
Sent: Friday, June 22, 2001 2:05 PM
To: Wright, Earl
Cc: Johnson, Alana
Subject: RE: FOIA BACKLOG UPDATE

Thank you for your concern. I have arranged a meeting with Alana Johnson to go over some procedures. That will help us deal with a few issues that we have ready for a response. I have also received a second list from Alana with numbers of overdue FOIAs that are much closer to OFAC's. We should be able to work out the remaining differences quickly.

Merete

-----Original Message-----

From: Wright, Earl
Sent: Thursday, June 21, 2001 6:49 PM
To: Evans, Merete
Cc: Johnson, Alana
Subject: RE: FOIA BACKLOG UPDATE

OK....How can we help you? v/r, Earl

-----Original Message-----

From: Evans, Merete
Sent: Thursday, June 21, 2001 12:18 PM
To: Wright, Earl; Newcomb, Richard
Cc: Johnson, Alana; Granat, Rochelle
Subject: RE: FOIA BACKLOG UPDATE

I am responding to your e-mail to assure you that the OFAC FOIA officer is working diligently on our FOIA backlog. She has only been here a few months but has managed to keep up the final responses with a steady flow of new incoming FOIAs, thus not increasing our backlog any further. We will continue to do our outmost to to reduce the number of overdue FOIAs.

OFAC records indicate that our current FOIA backlog is 126. We are currently working with Alana Johnson's office to understand the difference between our number of 126 the Disclosure office number of 159.

Respectfully,

Merete Evans

-----Original Message-----

From: Wright, Earl
Sent: Sunday, June 17, 2001 7:55 AM
To: Newcomb, Richard
Cc: Evans, Merete; Johnson, Alana; Granat, Rochelle
Subject: FOIA BACKLOG UPDATE

Rick:

Just wanted to keep you in the loop on the status of the FOIA backlog issue and to request

your continued support and leadership.

Chart 1 provides an overview of the Departmental Offices backlog. You will note, progress is being made. OFAC currently has a FOIA request backlog of 159 (see chart 2 from Disclosure Services).

(b)(2) &
(b)(5)

Disclosure Services is available to answer questions and provide policy, procedural and technical guidance. Treasury's FOIA Handbook is available on DONet under "Services," then "Disclosure Services."

Chart 1:

<< OLE Object: Picture (Metafile) >>

Chart 2:

<< OLE Object: Picture (Metafile) >>

Very Respectfully,

W. Earl Wright, Jr.

Chief **M**anagement & **A**ddministrative **P**rograms Officer
(Annex, 622-1280)



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

July 17, 2001

MEMORANDUM FOR RICHARD NEWCOMB
DIRECTOR, OFFICE OF FOREIGN ASSETS CONTROL

FROM:

W. Earl Wright, Jr.
Chief Management
and Administrative Programs Officer

SUBJECT:

Freedom of Information Act (FOIA) Questionnaire

The Executive Secretary and the Office of the General Counsel have indicated a concern over the continuing FOIA request backlog within the Departmental Offices. To address this concern, I have asked the Office of Disclosure Services to collect information regarding the FOIA process within your office.

The Questionnaire has two sections, one for you as the managing official and one for the FOIA Contact within your organization. Each of you is in a unique position to help us evaluate the current process and develop strategies for reducing and ultimately eliminating this backlog.

We have provided a hard copy of the Questionnaire and a disk containing the Questionnaire. Please complete the Questionnaire and return it to Alana Johnson, either via paper mail or via email [REDACTED]

Your responses are requested by COB [REDACTED] (b)(2)
July 25, 2001.

Please feel free to contact Alana on [REDACTED] if you have any questions. Thank you in advance for [REDACTED] (b)(2)
your assistance in this important effort.

Attachments

cc: Executive Secretary
Office of the General Counsel
Assistant Secretaries
FOIA Contact [REDACTED]

[REDACTED] (b)(6)

THIS QUESTIONNAIRE IS TO BE COMPLETED BY FOIA CONTACTS

NOTE: When a question asks "who," reference should be to the job title, not an individual's name.

1. Does your office maintain a log to track FOIA requests, including receipt, assignments, extension of time requests and completion?
2. If yes, who has responsibility for keeping the log current?
3. What is the routing process within your office from receipt to resolution of the FOIA request?
4. Who contacts Disclosure Services to request an extension of time, if and when needed?
5. How many FOIA requests are assigned to your office per year?
6. List all FOIA training taken by your organization. Include job title, grade level of participant and training provider in the past 12 months.
7. Who redacts information in records being released?
8. What is the job title and grade of the FOIA contact in your organization?
9. What recommendations would you make to improve FOIA processing within your organization?

Completed by [name & title]:

**PLEASE RETURN THIS QUESTIONNAIRE TO ALANA JOHNSON, ROOM 6292,
MET SQUARE OR VIA EMAIL TO [REDACTED]
BY JULY 25, 2001.**

(b)(2)

Evans, Merete

From: Wright, Earl
Sent: Sunday, June 17, 2001 7:55 AM
To: Newcomb, Richard
Cc: Evans, Merete; Johnson, Alana; Granat, Rochelle
Subject: FOIA BACKLOG UPDATE

Rick:

Just wanted to keep you in the loop on the status of the FOIA backlog issue and to request your continued support and leadership.

Chart 1 provides an overview of the Departmental Offices backlog. You will note, progress is being made. OFAC currently has a FOIA request backlog of 159 (see chart 2 from Disclosure Services). Decisions granting or denying a request for access to agency records are required by statute to be made within 20 working days, and requesters have the right to file suit in district court for non-response within that time limit. (Treasury currently is a named defendant in a FOIA law suit for non-response now being litigated by the Department of Justice.) Even with our existing environment of reduced resources, Treasury is still required to comply with the FOIA and uphold our commitment to open government.

Disclosure Services is available to answer questions and provide policy, procedural and technical guidance. Treasury's FOIA Handbook is available on DONet under "Services," then "Disclosure Services."

Chart 1:

Overdue FOIA Requests

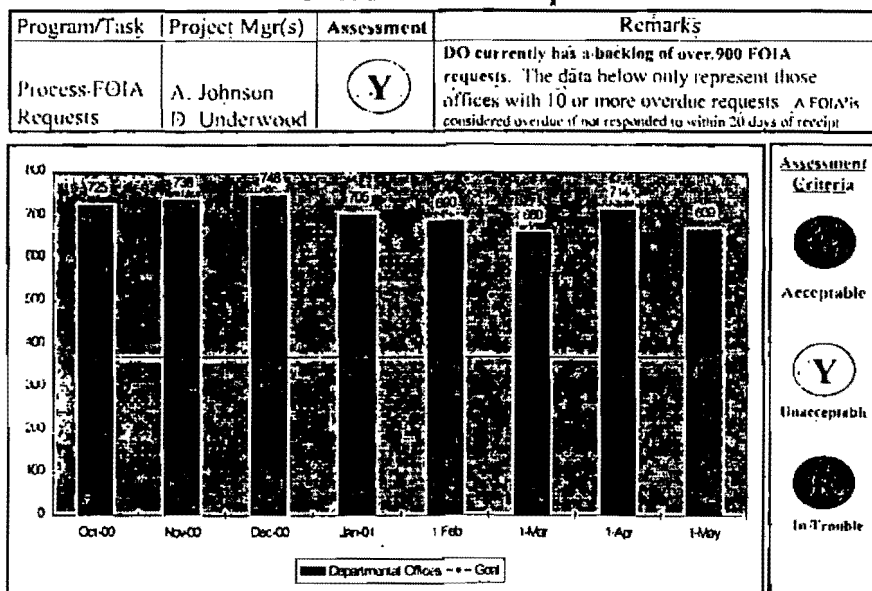



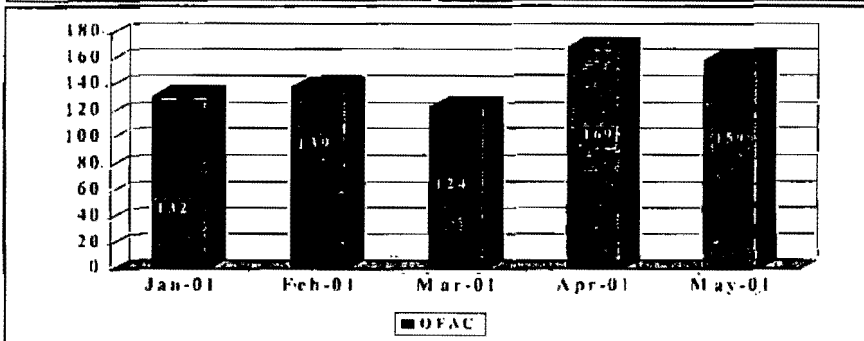
Chart 2:

Overdue FOIA Requests

Program/Task	Project Mgr(s)	Status	Remarks
Process FOIA Requests	A. Johnson D. Underwood		DO currently has a backlog of over 900 FOIA requests. The data below only represent the backlog of FOIA requests assigned to OFAC. A FOIA is considered overdue if not responded to within 20 days of receipt.

Goal and Performance Measure: Our goal is to more efficiently administer the FOIA process. A key performance measure is reduction of the backlog of FOIA requests. The performance metric is to reduce the backlog 50 percent by end of FY01.

Plan of Action: To raise the awareness bar regarding this problem, to officially notify each office of their backlog, and to request timelines for resolving.



Very Respectfully,

W. Earl Wright, Jr.

Chief **M**anagement & **A**dministrative **P**rograms Officer
(Annex, 622-1280)

(b)(6)

From: Evans, Merete
Sent: (b)(6) Monday, June 18, 2001 9:48 AM
To: (b)(6)
Subject: FW: FOIA BACKLOG UPDATE

FYI. Let's talk about this.

-----Original Message-----

From: Wright, Earl
Sent: Sunday, June 17, 2001 7:55 AM
To: Newcomb, Richard
Cc: Evans, Merete; Johnson, Alana; Granat, Rochelle
Subject: FOIA BACKLOG UPDATE

Rick:

Just wanted to keep you in the loop on the status of the FOIA backlog issue and to request your continued support and leadership.

Chart 1 provides an overview of the Departmental Offices backlog. You will note, progress is being made. OFAC currently has a FOIA request backlog of 159 (see chart 2 from Disclosure Services). Decisions granting or denying a request for access to agency records are required by statute to be made within 20 working days, and requesters have the right to file suit in district court for non-response within that time limit. (Treasury currently is a named defendant in a FOIA law suit for non-response now being litigated by the Department of Justice.) Even with our existing environment of reduced resources, Treasury is still required to comply with the FOIA and uphold our commitment to open government.

Disclosure Services is available to answer questions and provide policy, procedural and technical guidance. Treasury's FOIA Handbook is available on DONet under "Services," then "Disclosure Services."

Chart 1:

Overdue FOIA Requests

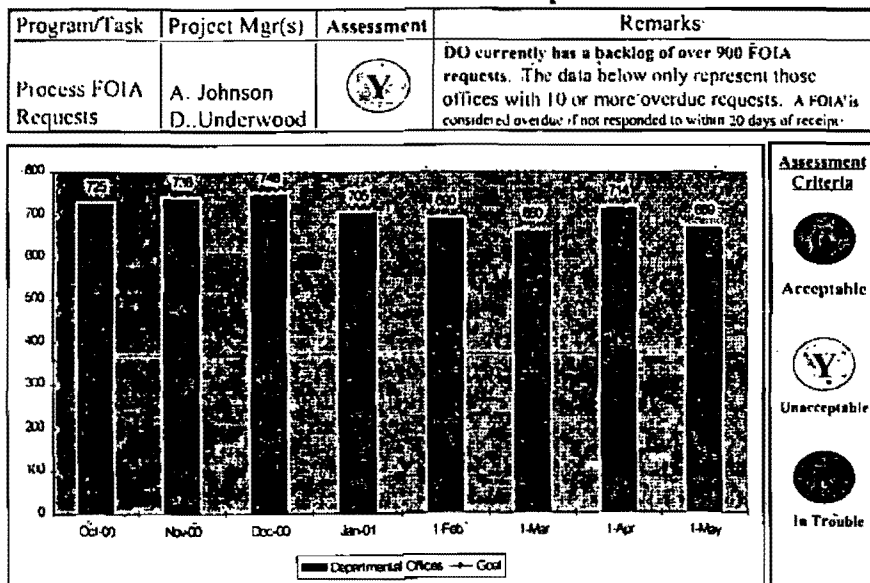


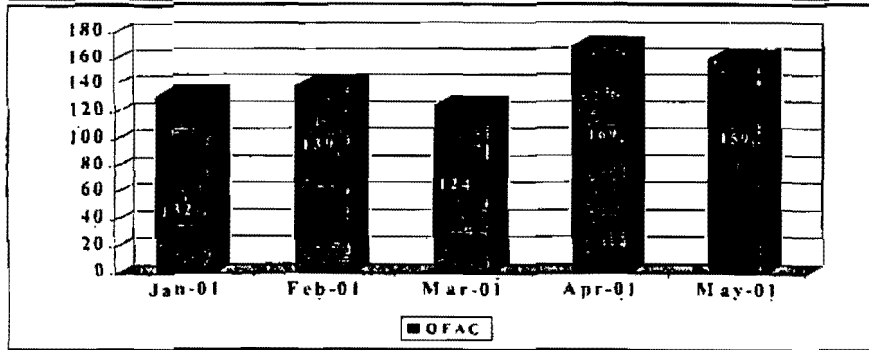
Chart 2:

Overdue FOIA Requests

Program/Task	Project Mgr(s)	Status	Remarks
Process FOIA Requests	A. Johnson D. Underwood	Y	DO currently has a backlog of over 900 FOIA requests. The data below only represent the backlog of FOIA requests assigned to OFAC. A FOIA is considered overdue if not responded to within 20 days of receipt.

Goal and Performance Measure: Our goal is to more efficiently administer the FOIA process. A key performance measure is reduction of the backlog of FOIA requests. The performance metric is to reduce the backlog 50 percent by end of FY01.

Plan of Action: To raise the awareness bar regarding this problem, to officially notify each office of their backlog, and to request timelines for resolving.



Very Respectfully,

W. Earl Wright, Jr.

Chief **M**anagement & **A**dministrative **P**rograms Officer
(Annex, 622-1280)

Evans, Merete

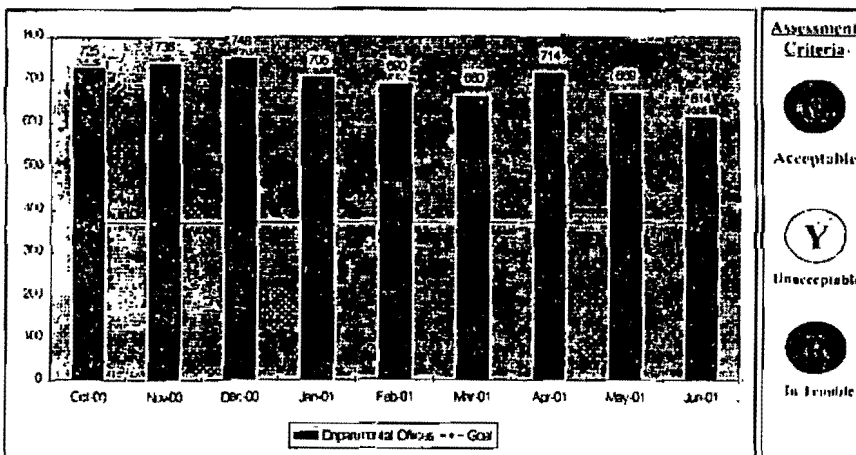
From: Wright, Earl
Sent: Sunday, July 15, 2001 9:13 AM
To: Newcomb, Richard
Cc: Johnson, Alana; Granat, Rochelle; Evans, Merete
Subject: FOIA BACKLOG DATA

Rick:

FOIA request backlog data is provided below. The good news is that DO's total backlog has dropped. At the beginning of the FY, we had over 1K requests in our backlog. As of the end of June, our backlog has decreased to 697. The bad news is that the OFAC backlog has an upward trend. As you are probably aware, this matter has the attention of the Department. Please let us know what we can do to help you and your staff with reducing the backlog.

Overdue FOIA Requests

Program/Task	Project Mgt(s)	Assessment	Remarks
Process FOIA Requests	A. Johnson D. Underwood	Y	DO currently has a backlog of 697 FOIA requests. The data below only represent those offices with 10 or more overdue requests. A FOIA is considered overdue if not responded to within 30 days of receipt.

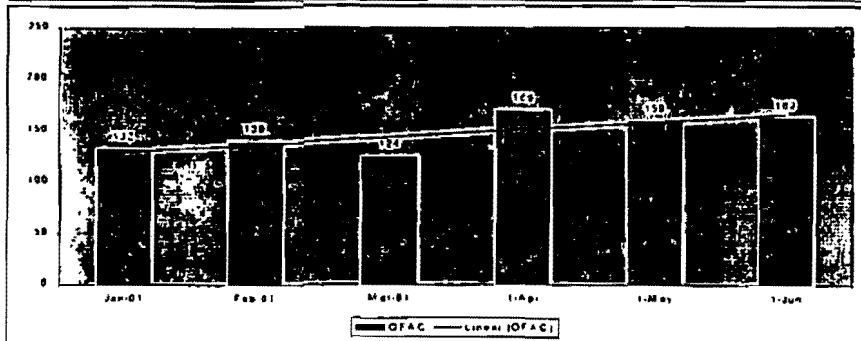


Overdue FOIA Requests

Program/Task	Project Mgr(s)	Status	Remarks
Process FOIA Requests	A. Johnson D. Underwood	(Y)	DO currently has a backlog of 697 FOIA requests. The data below only represent the backlog of FOIA requests assigned to OFAC. A FOIA is considered overdue if not responded to within 20 days of receipt.

Goal and Performance Measure: Our goal is to more efficiently administer the FOIA process. A key performance measure is reduction of the backlog of FOIA requests. The performance metric is to reduce the backlog 50 percent by end of FY01.

Plan of Action: To raise the awareness bar regarding this problem, to officially notify each office of their backlog, and to request timelines for resolving.



Very Respectfully,

W. Earl Wright, Jr.

Chief **M**anagement & **A**dministrative **P**rograms Officer
(Annex, 622-1280)

Evans, Merete

From: Wright, Earl
Sent: Tuesday, April 10, 2001 12:23 PM
To: Evans, Merete; Johnson, Alana
Subject: RE: Overdue FOIA requests

Alana -- suggest that you are discuss options, positions, goals, etc. thanks/Earl

-----Original Message-----

From: Evans, Merete
Sent: Tuesday, April 10, 2001 12:06 PM
To: Wright, Earl
Cc: Newcomb, Richard; Johnson, Alana; Granat, Rochelle
Subject: Overdue FOIA requests

I have received your e-mail to Mr. Newcomb about the Department's goal for processing FOIA requests during this fiscal year. I am the person supervising the processing of FOIAs at OFAC and can be contacted at any time if there are questions. We have recently filled our FOIA position and will do everything we can to meet your goal in reducing the number of overdue FOIAs.

In summary, we currently have 131 unprocessed FOIAs. The number of FOIA requests that we receive increases each year as the number of programs administered by OFAC increases and the process of filing FOIAs becomes more common. Last year we received 64 new FOIA requests and I expect as many or more this year. The majority of those requests are time consuming because they require expansive document searches and may have large numbers of documents to be reviewed. My telephone number is 622-2500 if there are any questions.

Merete Evans

February 26, 2007

[REDACTED] (b)(6)

MONTHLY REPORT FOR FEBRUARY 2007

1. I have been utilizing the FOIA Database system to log in and monitor all new incoming FOIA requests that have been assigned to OFAC for processing. Further, I have been on a regular basis having meetings with [REDACTED] and [REDACTED] to work out some minor bugs in the system that I have identified, such as, certain information about FOIA request that is logged into the FACDB was not being transferred to the FOIA Database system. (b)(6)
2. I attended the January 18, 2007, Department of the Treasury Information Privacy Committee Meeting that was held at 1750 Pennsylvania Ave., N.W. from 9:30 a.m. until 11 a.m. I participated in the discussion concerning: (1) Status of Treasury PIA Directive and Manual, (2) Demonstration of Trusted Agent FISMA, (3) Guide to Information Privacy Controls in the ISLC. Due to inclement weather conditions I was unable to attend the IPCM that was held on February 15, 2007.
3. I participated in a meeting that was held to discuss how to conduct the processing of a potentially "unreasonable burdensome" FOIA request that is assigned to [REDACTED] [REDACTED] also attending the meeting were Merete, and [REDACTED]. (b)(6)
4. I was the facilitator of two FOIA Overview Presentations: The purpose of the overview presentations was to provide OFAC employees with an introduction to the Freedom of Information Act and to provide guidance on "How to Process OFAC Records for Disclosure". The first presentation was held on February 9, 2007, and it was attended by several representatives from OFAC's Management and General Counsels Offices. The second FOIA Overview was held on February 21, 2007, and the audience consisted of certain OFAC employees that have been selected to perform duties as FOIA Liaisons.
5. I participated in meeting discussions, collected responsive records and conducted a review of OFAC's final response to Cynthia Thomas concerning FOIA case file (FOIA No. 2004-12-002) which currently is the subject of a Congressional interest.
6. I participated in FOIA Business Process Meeting that was held on February 22, 2007, by [REDACTED] to discuss the development of a business module to assist OFAC Management in their understanding of the administrative procedures that are required to perform in order to track the processing status of FOIA requests. (b)(6)

7. On February 22, 2007, I reviewed and made edits to a draft submitter's notice that was prepared by (b)(6), relating to the processing of FOIA request number 2002-20-09, for access to certain Sudan licenses.

(b)(6) 8. On February 23, 2007, I had a meeting with (b)(6) to discuss the processing of FOIA request number 2006-11-59, concerning the requester's desire to have access to copies of all licenses concerning sanction violations that were assessed against Iraq.

9. On February 23, 2007, I participated in the job interview of an applicant who is interested in obtaining OFAC's FOIA contractor's position.

10. I have received and responded to approximately 10 telephone calls from FOIA requesters (including following up on a telephone call that was made to Merete by Michael Ravinsky) with various questions, such as, the current status of their FOIA or, for guidance on how to file a FOIA request with the Department of the Treasury.

MONTHLY REPORT FOR MARCH 2007

Number of New Cases Received: 1

Number of Cases Closed:

Number of Telephone Calls:

1. On February 28, 2007, I had a conversation with Merete to discuss the processing of a FOIA request, in which an attorney (b)(6) in the Office of Chief Counsel proposed to protect certain information from disclosure under the "trade secrets" threshold of Exemption (b)(4). On March 1, 2007, I researched information which supported the position that OFAC could in fact withhold certain information under Exemption (b)(4), but the types of records that are being requested are customarily withheld from disclosure under the "commercial and financial" threshold of Exemption (b)(4).
2. I conducted an internet search and determined that the types of records that are being requested (Commission for Assistance to a Free Cuba; Report to the President, June 2006) in a FOIA request (2006-08-26) which was assigned to OFAC for processing on October 18, 2006, are the kinds of records that are maintained by the Department of the State. I prepared a response letter to advising the requester that OFAC has no responsive records, however, he should consider submitting a request directly to the DOS.
3. On March 7, 2007, I had a meeting with (b)(6) and (b)(6) to discuss the processing of certain banking records. Specifically, (b)(6) wanted a legal opinion on whether OFAC could withhold in full from disclosure under Exemption (b)(4), copies of bank accounts that were stored in a box in that may be potentially hazardous to search because the documents may be infested. Further, (b)(6) wanted to know whether we should call the requester to ask him to reveal the name of the client that he was representing in this matter.
- (b)(6) 4. (b)(6) advised (b)(6) that she would have to conduct a records search regardless of the fact that the records may be stored in an area that is considered to be unhealthy. Before contacting the requester, OFAC will be expected to conduct a search to access the estimated processing fees that are at issue; these calculations, should include: the grade levels of all persons that will be involved with conducting a review of the records; the number of hours that will be anticipated to perform the review and the estimated count for the number of pages material that will be duplicated. Once this information has been compiled, OFAC FOIA/PA Office will setup a conference call with the requester, representatives from Compliance and OCC to discuss certain issues relating to the processing of this FOIA request.

5. I was determined that OFAC could not just apply Exemption (b)(4), to protect copies of the banking accounts from disclosure, in this instance submitter's notices will be send to the appropriate banking institutions seeking their guidance concerning the release of the information that they provided to OFAC.

6.

Monthly Report of May 2004, FOIA Activities

Prepared by [REDACTED] (b)(6)

New Requests	3
Completed responses	0
Telephone calls to/from requestors.....	0
General telephone calls on FOIA requests.....	13
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

TRAINING

1. On May 3, 2004, I attended the Interagency FOIA Training Meeting which was hosted by the Department of Justice, Office of Information and Privacy (OIP). Also in attendance were FOIA representatives from [REDACTED] discussed DEA's processing of a FOIA request which sought access to all investigative records relating to a deceased criminal (the responsive records included copies of extremely sensitive information about the death of the deceased). Accordingly, Dick Huff, Co-Director of the Office of Information and Privacy, told the attendees that under certain circumstances information about a deceased individual could continue to be protected from disclosure under the FOIA. Specifically, Dick talked about the Favish court case which is currently being used to support a Federal agency's continued protection of privacy information concerning a deceased person. In this instance, certain information can continue to be protected from disclosure because the release of that information could result in the potential embarrassment to the deceased next of kin. This information will be helpful in assisting the FOIA officer in determining whether certain privacy information about a deceased person requires extended protection beyond the grave.

MEETINGS

2. On April 13, 2004, I attended OFAC's Senior Staff Meeting in which the Director informed the Division Chiefs of his desire to establish a FOIA Taskforce Initiative in order to reduce the current back log of processing the FOIA case files.
3. On April 14, 2004, I met with Merete to select certain FOIA cases that would be distributed among the various OFAC divisions for processing. Further, the FOIA cases were reassigned in the computer data base to the appropriate offices handling processing. Additionally, each Division Chief was provided with an instruction package consisting of the FOIA case files and Departmental Office FOIA Handbook to assist them with their processing of the responsive records.

ACTIVITIES

4. Currently, I have been actively involved in participating in several meetings with certain designated FOIA contacts [REDACTED] (b)(6) to discuss specific issues relating to processing of their assigned FOIA cases. As a result of these meetings, I have been able to schedule and conduct seven (7) conference calls to the requesters. The purposes of these conference calls were to determine whether requesters are still interested in pursuing their FOIA requests. To date, two (2) FOIA cases have been administratively closed and one (1) FOIA case is in the General Counsel's Office for review.
5. I have completed the processing of certain responsive records that were located as a result of FOIA requests submitted to OFAC by Shanker A. Singham, Esq. (98-09-23) and Samuel Rosenthal, Esq. (99-03-10). Because both requesters are seeking access to records that reflect information that was submitted to OFAC by a business submitter's notice, has been prepared, since this type of information is normally appropriate for partial protection under FOIA Exemption (b)(4). Within the next few days OFAC will be transmitting by certified mail a copy of the submitter's notice, with the appropriate business information attached to a law firm in Washington, DC for their review.

Monthly Report of April 2004, FOIA Activities

Prepared by [REDACTED] (b)(6)

New Requests	3
Completed responses	0
Telephone calls to/from requestors.....	0
General telephone calls on FOIA requests.....	5
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

TRAINING

1. On April 5, 2004, I attended the Interagency FOIA Training Meeting which was hosted by the U.S. Customs and Border Protection (CBP/DHS). During the meeting an employee from the Drug Enforcement Administration (DEA) discussed DEA's processing of a FOIA request which sought access to all investigative records relating to a deceased criminal (the responsive records included copies of extremely sensitive information about the death of the deceased). Accordingly, Dick Huff, Co-Director of the Office of Information and Privacy, told the attendees that under certain circumstances information about a deceased individual could continue to be protected from disclosure under the FOIA. Specifically, Dick talked about the Favish court case which is currently being used to support a Federal agency's continued protection of privacy information concerning a deceased person. In this instance, certain information can continue to be protected from disclosure because the release of that information could result in the potential embarrassment to the deceased next of kin. This information will be helpful in assisting the FOIA officer in determining whether certain privacy information about a deceased person requires extended protection beyond the grave.

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5. I have completed the processing of certain responsive records that were located as a result of FOIA requests submitted to OFAC by Shanker A. Singham, Esq. (98-09-23) and Samuel Rosenthal, Esq. (99-03-10). Because both requesters are seeking access to records that reflect information that was submitted to OFAC by a business a submitter's notice has been prepared since this type of information is normally appropriate for partial protection under FOIA Exemption (b)(4). Within the next few days OFAC will be transmitting by certified mail a copy of the submitter's notice, with the appropriate business information attached to a law firm in Washington, DC for their review.

Monthly Report of March 2004, FOIA Activities

Prepared by [REDACTED] (b)(6)

New Requests.....	7
Completed responses	0
Telephone calls to/from requestors.....	0
General telephone calls on FOIA requests.....	8
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

TRAINING

1. On February 29, thru March 3, 2004, I attended the 2004 the American Society of Access Professionals (ASAP) 14th Western Regional Training Conference in San Diego, CA. Two days of workshops allowed me to gain a more comprehensive knowledge of applying the FOIA exemptions to withhold certain information from disclosure. Additionally, I attended a one-day workshop that featured speakers, as well as group discussions concerning specialized track on business information. (Exemption (b)(4), I feel that this information will enable me to more professionally process the pending OFAC requests for access to information that was submitted by a business.

MEETINGS

2. On March 10, 17, and 31, 2004, the Records Division Briefings were conducted in the 4th Floor Conference Room.
3. On March 11, 2004, I attended the Time and Attendance Training meeting, which was conducted by members of the Records Room Staff.

ACTIVITIES

4. Currently, I am working on the reducing the backlog by processing some of the older FOIA cases. As a result of going through the next available FOIA case files for processing, I was able to officially close one case (96-01-18). In fact I was able to provide Alana with a copy of this case file which contained records that are responsive to a FOIA request that is assigned to another office for processing.

Monthly Report of February 2004, FOIA Activities

Prepared by: [REDACTED]

(b)(6)

New Requests	1
Completed responses	0
Telephone calls to/from requestors.....	3
General telephone calls on FOIA requests.....	4
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OGC for review.....	1

TRAINING

1. On February 10, 2004, OFAC's Records Division personnel continued to conduct its monthly Records Briefings in the Director's second floor conference room. As one of the primary facilitators, I provided certain OFAC employees and guests with a comprehensive overview of the Freedom of Information/Privacy Acts, as well as, provided the attendees with information on how to request access records that are maintained in OFAC files.
2. On February 2, 2004, I attended the Interagency FOIA Meeting that was held at the Federal Bureau of Investigations (FBI) headquarters office in the Washington, DC. During this meeting David M. Hardy (Chief of FBI's FOIA/PA Office) told the participants that the FBI has reduced its FOI/PA log by implementing certain new administrative procedures. (i.e., releasing the copies of responsive records on a CD rom and has developed a negotiation team whose primary responsibility is to speak with requesters about narrowing the scope of their FOIA/PA requests. Further, several of the other participants shared information about how they have effectively performed certain activities in order to process the FOIA/PA requests in a timely manner. Also, during this meeting the Co-Director of the Department of Justice discussed the recently decided court opinions of several FOIA/PA litigation cases.

MEETINGS

3. On February 24, 2004, I had a meeting with [REDACTED] to discuss the sensitivity of certain information revealed on a Washfax cover sheet that is included among the classified records that were previously referred to OFAC for processing by DOS in conjunction to a FOIA request that was filed directly to them by Joseph Hiffa (00-03-46). [REDACTED]

(b)(2)& (b)(6)

(b)(6)

ACTIVITIES

4. I have completed the processing of records (105 pages of material, including 105 duplicates) that were previously referred from the Department of State (DOS) to OFAC review and direct response. The OFAC-generated records were located in DOS's files as a result of a FOIA request that was submitted to DOS by Joseph Hissa, 00-03-46. On February 27, 2004, the Hissa FOIA file was transmitted to the Office of the General Counsel, for review.
5. During the month of February 2004, I have continuously provided the administrative support by making arrangements with the Disclosure Office to have certain FOIA files pulled from their shelves for the purpose of making Xerox copies of certain records relating to a FOIA project that [REDACTED] is currently working on. (b)(6)

Monthly Report of January 2004, FOIA Activities

Prepared by [REDACTED] (b)(6)

New Requests	5
Completed responses.....	0
Telephone calls to/from requestors.....	7
General telephone calls on FOIA requests.....	4
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

TRAINING

1. On January 21, 2004, OFAC's Records Division personnel continued to conduct its monthly Records Briefings in the 4th floor conference room. As one of the primary facilitators, I provided certain OFAC employees and guests with a comprehensive overview of the Freedom of Information/Privacy Acts and provided information on how to request access records that are maintained in OFAC files.

MEETINGS

2. On January 13, 2004, in response to an E-mail communications by Merete, [REDACTED] (b)(6) and [REDACTED] (b)(6), held a meeting in [REDACTED] (b)(6) office to discuss their written comments concerning certain Records Division data that is revealed in the OFAC Enterprise Content Management (ECM) Business Requirements Report, dated December 29, 2003.
3. On January 14 and 15, 2004 [REDACTED] (b)(6) and [REDACTED] (b)(6) had a meeting with Merete to discuss their comments regarding the ECM Business Report. During the meeting, [REDACTED] (b)(6) and [REDACTED] (b)(6) expressed their individual opinions concerning certain sections of the report that revealed information that is of primary interest to the Records Division. Further [REDACTED] (b)(6) and [REDACTED] (b)(6) were given an opportunity to discuss their comments concerning other sections of the report which revealed information that would have a direct impact on the management of records in the Records Division.
4. On January 15, 2004 (10:30 a.m.), [REDACTED] (b)(6) had a meeting with Merete to discuss the best way to process certain FOIA files that request access to certain OFAC records that have been analyzed as being infested. As a result of this meeting Merete provided [REDACTED] (b)(6) with specific instructions on how to handle each one of the FOIA files that been assigned to her for processing. Further, Merete has asked me to begin the processing a related FOIA request submitted by Mr. Shanker A. Slngham, 98-09-23, which is the next file that is in the tracking system for a disclosure of records determination.

5. On January 22 and 28, 2004, I attended the staff meetings that were conducted by Merete.

ACTIVITIES

6. I have completed the processing of records (210 pages of material, including 105 duplicates) that were previously referred from the Department of State (DOS) to OFAC review and direct response. The OFAC-generated records were located in DOS's files as a result of a FOIA request that was submitted to DOS by Joseph Hiffa, 00-03-46. Further review of the referred material revealed that two (2) documents contain information that has been classified as Secret and two (2) documents contain information that originated with two other Departmental Offices within the Treasury.

7. On January 22, 2004, at the completion of our staff meeting, Merete and [REDACTED] (b)(6) conducted a conference call to Alana Johnson. (DO), to seek her advice on where OFAC should refer copies of the records that were created in calendar year 1990, by the Deputy Secretary of Treasury and the Deputy Assistant General Counsel for International Affairs? Alana advised OFAC to refer a copy of one document to the Office of the Secretary and to refer a copy of other document to the Executive Secretariat for processing and direct response.

8. On January 23, 2004, I had a meeting with [REDACTED] (b)(6), to discuss the appropriate way to process the two (2) OFAC documents that appear to reveal classified information. After a examination of the documents [REDACTED] (b)(6) advised that one document (a memo by Bob McBrien dated 11-5-90 contains no information that warrants protection from disclosure, the Secret administrative marking had been applied to protect an attachment. In this instance, the document contains a message at the bottom of the page informing the reader that the document will be unclassified upon removal of attachment. [REDACTED]

(b)(2) & (b)(6)

Monthly Report of December 2003, FOIA Activities
Prepared by [REDACTED]

(b)(6)

New Requests	0
Completed responses	2
Telephone calls to/from requestors.....	10
General telephone calls on FOIA requests.....	10
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	1

TRAINING

- (b)(6) 1. On December 1, 2003, [REDACTED] attended the Interagency FOIA Group Meeting that was hosted by a representative of the Department of Justice's Criminal Division, to discuss current FOIA issues.
- (b)(6) 2. On December 3 and 4, 2003, [REDACTED] participated in group discussions concerning the: (1) The FOIA Administrative Forum and (2) The Advanced FOIA Training Course for Access Professionals. These two (2) training courses were conducted by representatives of The Department of Justice, Office of Information and Privacy.

MEETINGS

- (b)(6) 3. On December 16, 2003, [REDACTED] attended the ECM Meeting to further discuss the status of proposed recommendations to develop computer software that will handle the monitoring of certain information relating to OFAC's FOIA case files program.
- (b)(6) 4. On December 17, 2003, [REDACTED] attended the weekly staff meeting that was held in Merete's office to discuss issues relating to the processing of certain FOIA cases pending processing.

ACTIVITIES

5. The last case file (out of four) that is requesting access for responsive records relating to Farrakhan FOIA requests has been processed. On December 10, 2003, a copy of the response to FOIA request number 99-01-26, was provided to Merete for further review by the appropriate OFAC officials.
6. On December 22, 2003, R. Richard Newcomb, Director, signed the cover letter addressed to the National Security Council, concerning records declassification of certain OFAC generated records that were previous referred to OFAC by the Ronald Reagan Library, concerning a FOIA request that was submitted to it by David Willis (OFAC FOIA No. 00-08-39) on May 7, 1995.

(b)(6) 7.

assisted [REDACTED] by providing several hours of manual service to retrieve copies of certain FOIA case files to determine whether their initial requests are for access to records that have been determined to be [REDACTED].

(b)(2)

Monthly Report on FOIA Activities

Prepared by [REDACTED]

(b)(6)

Month: NOVEMBER 2003

New Requests	4
Completed responses	1
Telephone calls to/from requestors.....	7
General telephone calls on FOIA requests.....	10
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

Meetings on FOIA matters (briefly state with whom and subject):

1. On November 4, 2003, during the weekly staff meeting Merete and [REDACTED] placed telephone conference calls to two FOIA requesters (Marvin D. Micheals, 00-10-31 and Donald B. Scaramastra, 02-12-13) to discuss the status of their FOIA requests.

(b)(6)

TRAINING

- (b)(6) 2. Training: On November 5 and 19, 2003, [REDACTED] conducted a FOIA presentation at OFAC's Records Management Briefings.
3. On November 13, 2003, I attended a (1) one-day training course on utilizing the Excel 2002, Level I software.
4. On November 24, 2003, I attended a (1) one-hour training course focusing on the new Time and Attendance policies and procedures.

MEETINGS

- (b)(6) 5. On November 6, 2003 [REDACTED] had a meeting with [REDACTED] to discuss FOIA request number 99-01-26, submitted by Mark S. Zaid, Esq. for access to all blocked assets records relating to The Socialist People's Libyan Arab Jamahiriya.
- (b)(6) 6. On November 18, 2003, [REDACTED] had a meeting with [REDACTED] to review copies of certain legal briefings that were previously submitted to the Chief Counsel's Office. A manual review of these records is required because the records appear to contain information that support the release certain records that were located in response to a FOIA request 99-01-26, submitted by Mark S. Zaid, Esq. for access to all licenses relating law firms, individuals or entities that provided legal services to The Socialist People's Libyan Arab Jamahiriya.

ACTIVITIES

(b)(6)

7. On November 13, 2003, I faxed to [REDACTED] copies of mail control sheets relating to correspondence that had been previously to OFAC by J. Scott Tarbutton, Esq., Law Offices of Cozen, O'Connor. It appears that the same FOIA request number 2003-08-03, has been assigned to both Juan Zarate and Richard Newcomb for processing. Merete has indicated that she would call Jolin Wise directly to discuss this matter.
7. The last case file (out of four) that is requesting access for responsive records relating to Farrakhan FOIA requests has been processed. On November 26, 2003, I composed a response to Mark S. Zaid, Esq., FOIA request number 99-01-26 for review by the appropriate OFAC officials.

Monthly Report on FOIA Activities

Prepared by [REDACTED] (b)(6)

Month: DECEMBER, 2002

New Requests	5
Completed responses	0
Telephone calls to/from requestors	13
General telephone calls on FOIA requests	15
Search memos sent to divisions	0
"Are you still interested" letters mailed	0
"Submitters Notices" mailed	0
FOIA's sent to OCC for review	0

Meetings on FOIA matters (briefly state with whom and subject):

- (b)(6) 1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.
2. Days Absent: 2

MEETINGS

1. On December 6, 2002, I attended a demonstration to observe the operation of various features that are available on a scanner machine that is manufactured by Panasonic.
2. During this month, I have reviewed several Freedom of Information (FOIA) and Privacy Acts (PA) responses that have been prepared by [REDACTED] (b)(6)
3. Currently, I am continuing to review several large volumes of responsive records relating to the submittal of four FOIA requests which seek access to records pertaining to Minister Louis Farrakhan.

Monthly Report on FOIA Activities

Prepared by [REDACTED] (b)(6)

Month: NOVEMBER, 2002

New Requests	1
Completed responses	0
Telephone calls to/from requestors.....	10
General telephone calls on FOIA requests.....	15
Search memos sent to divisions.....	2
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

Meetings on FOIA matters (briefly state with whom and subject):

- (b)(6) 1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.
2. Days Absent: 3

MEETINGS

1. On November 4, 2002, I attended a roundtable meeting held at the United States Customs Service where representatives from various Federal government agencies discussed certain issues relating to the processing of Freedom of Information (FOIA) and Privacy Acts (PA) request.
2. On November 5, 2002, I attended a demonstration which showcased the performance capabilities of a specific scanner that OFAC is considering to purchase.
3. On November 6, 2002, I attended a luncheon seminar that was sponsored by the American Society of Access Professionals, Inc. (ASAP). During this luncheon two guest panelists conducted discussions concerning the litigation of FOIA cases.
- (b)(6) 4. November 7, 2002, I had a meeting with [REDACTED] to determine whether the records (some of the records contain classified information) that were located as a result of a previous search for responsive records pertaining Minister Louis Farrakhan were processed for release by him.

(b)(6)

5.

On November 12, 2002, I had a meeting with [REDACTED] to discuss a FOIA request that was submitted by Kenneth Rodman for access to records concerning the approval and/disapproval for licenses by American firms for trading with Cuba.

HIGHLIGHTS OF OTHER SIGNIFICANT RESPONSIBILITIES

6. I have reviewed the several hundred pages of responsive records that were previously located concerning the FOIA requests submitted to OFAC for access to records pertaining to Minister Farrakhan to determine whether certain information is appropriate for disclosure.

(b)(6)

7. Regarding the above mentioned FOIA requests for access to records concerning Minister Farrakhan, [REDACTED] helped to me conduct a page count the responsive documents. Further, I devoted several hours to providing [REDACTED] with a basic tutorial on how to process a FOIA/PA request.

(b)(6)

8. I met with [REDACTED] to review responsive records concerning the FOIA request submitted to OFAC by Mr. Handleman.

8. On November 18, thru 20, 2002, I moved to another office within OFAC.

Monthly Report on FOIA Activities
Prepared by [REDACTED]

(b)(6)

Month: SEPTEMBER, 2002

New Requests	2
Completed responses	3
Telephone calls to/from requestors.....	7
General telephone calls on FOIA requests.....	15
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

Meetings on FOIA matters (briefly state with whom and subject):

- (b)(6) 1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.
2. Days Absent: 10

MEETINGS

OFAC has completed its processing of the records that are responsive to a FOIA request submitted by Russell Mokhiber a representative with the Corporate Crime Reporter. A final release of all records responsive to Mr. Mokhiber's request was made on August 31, 2002.

Monthly Report on FOIA Activities
Prepared by [REDACTED]

(b)(6)

Month: AUGUST, 2002

New Requests	4
Completed responses	3
Telephone calls to/from requestors.....	7
General telephone calls on FOIA requests.....	15
Search memos sent to divisions.....	1
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

Meetings on FOIA matters (briefly state with whom and subject):

(b)(6) 1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.

2. Days Absent: 1

MEETINGS

Presently, OFAC has completed its processing of the records that are responsive to a FOIA request submitted by Russell Mokhiber a representative with the Corporate Crime Reporter (a weekly publication). To date OFAC has reviewed copies all responsive records that had been located and is now prepared to make final release of those records to Mr. Mokhiber on August 31, 2002.

(b)(6) On August 8, 2002, Merete and [REDACTED] had a meeting with [REDACTED] Chief Counsel's Office to discuss two FOIA requests that for records that were submitted by Thom Loverro (00-06-66, for records pertaining to the Baltimore Orioles travel to Cuba) and by Phillip W. Sedgwick (98-12-35, for records pertaining to licenses to perform executory contracts with Vietnam. As a result of that meeting, it was decided that after certain information has been redacted from the records, the two case files would be submitted to the Director of OFAC for signature. (b)(6)

Monthly Report on FOIA Activities

Prepared by [REDACTED]

(b)(6)

Month: JULY 2002

New Requests	4
Completed responses	0
Telephone calls to/from requestors.....	4
General telephone calls on FOIA requests.....	10
Search memos sent to divisions.....	1
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

Meetings on FOIA matters (briefly state with whom and subject):

- (b)(6)
1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.
 2. Days Absent: 1

MEETINGS

Presently, OFAC is continuing to conduct its processing of the records that are responsive to a FOIA request submitted by Russell Mokhiber a representative with the Corporate Crime Reporter (a weekly publication). Mr. Mokhiber is asking for access to copies of all law enforcement actions settled by OFAC for the periods May 17, 1998, until March 26, 2002. This case is currently in litigation.

On July 30, 2002, OFAC provided Mr. Mokhiber with a copy of their third interim response to his FOIA request. In this instance, Mr. Mokhiber has received nineteen (19) pages of records that were responsive to his request. Accordingly, OFAC will continue to process Mr. Mokhiber's FOIA request until all of the responsive records have been provided to him.

On July 15, 2002, with regard to the Mark S. Zaid, Esq. FOIA request (01-05-10), OFAC located in its files certain records that originated with the Department of State, Central Intelligence Agency and Federal Bureau of Investigations, these records were referred to the agencies for review and direct response to the requester. All responsive records that were generated with OFAC were previously released to the requester.

Monthly Report on FOIA Activities

Prepared by: [REDACTED]

(b)(6)

Month: JUNE 2002

New Requests	4
Completed responses	0
Telephone calls to/from requestors.....	4
General telephone calls on FOIA requests.....	5
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

Meetings on FOIA matters (briefly state with whom and subject):

(b)(6) 1. Merote and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.

2. Days Absent: 4

MEETINGS

Presently, OFAC is continuing to conduct its processing of the records that are responsive to a FOIA request submitted by Russell Mokhiber a representative with the Corporate Crime Reporter (a weekly publication). Mr. Mokhiber is asking for access to copies of all law enforcement actions settled by OFAC for the periods May 17, 1998, until June of 2000. This case is currently in litigation.

On June 25, 2002, OFAC provided Mr. Mokhiber with the second response to his FOIA request. Accordingly, OFAC will continue to process Mr. Mokhiber's request until he has received copies of all responsive records.

Monthly Report on FOIA Activities
Prepared by [REDACTED]

(b)(6)

Month: MAY 2002

New Requests	4
Completed responses	0
Telephone calls to/from requestors.....	3
General telephone calls on FOIA requests.....	5
Search memos sent to divisions.....	1
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

Meetings on FOIA matters (briefly state with whom and subject):

- (b)(6) 1. Mereto and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requestors to determine if they are still interested in pursuing their requests or to narrow their requests.
2. Training: May 20-22, 2002 (Microsoft Word 2000 - Introduction)
3. Days absent: 2

MEETINGS

Presently, OFAC is continuing to conduct its processing of the records that are responsive to a FOIA request submitted by Russell Mokhiber a representative with the Corporate Crime Reporter (a weekly publication). Mr. Mokhiber is asking for access to copies of all law enforcement actions settled by OFAC for the periods May 17, 1998, until June of 2000. This case is currently in litigation.

On May 23, 2002, the OFAC task force team members completed their assignment of locating approximately 270 pages of material that contains information that is responsive to Mr. Mokhiber request. The FOIA Officer is currently reviewing these records for disclosure.

By letter dated May 10, 2002, OFAC provided Mark S. Zaid, Esq. with a second response to the FOIA request that he previously submitted on behalf of his client, Steven Emerson for access to copies of all records pertaining to the Holy Land Foundation for Relief and Development. Presently, this FOIA matter is being litigated in court; therefore, OFAC will continue to process the remaining records for disclosure to the requester.

Monthly Report on FOIA Activities

Prepared by [REDACTED] (b)(6)

Month: FEBRUARY 2002

New Requests.....	8
Completed responses	2
Telephone calls to/from requestors.....	7
General telephone calls on FOIA requests.....	10
Search memos sent to divisions.....	1
"Are you still interested" letters mailed.....	0
"Submitters/Notices" mailed.....	0
FOIA's sent to OCC for review.....	0

Meetings on FOIA matters (briefly state with whom and subject):

- (b)(6)
1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.
 2. Training: None
 3. Days absent: 1

MEETINGS

(b)(6) On 2-6-02, Betsy Sue, Merete and [REDACTED] met with [REDACTED], Attorney Advisor (General Law and Ethics) and [REDACTED], Attorney Advisor, OFAC's General Counsels' Office, and to discuss the proposed processing of certain records involving a FOIA request submitted by Russell Mokhiber a representative with the Corporate Crime Reporter (a weekly publication). Mr. Mokhiber is asking for access to copies of all law enforcement actions settled by OFAC for the periods May 17, 1998, until June of 2000. This case is currently in litigation.

Additional meetings to determine which documents maintained in the civil penalty files are responsive to this request were held on the following dates: 2-8-02 and 2-12-02. [REDACTED]

(b)(2)

On 2-25-02, Mr. Mokhiber visited the Department of the Treasury to pickup a copy of an interim response from OFAC (ltr. dated 2-25-02) which included an enclosure consisting 37 pages of material that is responsive to the FOIA request. Further, Mr. Mokhiber has been advised by OFAC that he will receive interim responses on a rolling basis.

Monthly Report on FOIA Activities

Prepared by [REDACTED]

(b)(6)

Month: JANUARY 2002

New Requests	1
Completed responses	2
Telephone calls to/from requestors	7
General telephone calls on FOIA requests	10
Search memos sent to divisions	0
"Are you still interested?" letters mailed	0
"Submitters Notices" mailed	0
FOIA's sent to OCC for review	1

Meetings on FOIA matters (briefly state with whom and subject):

(b)(6)

1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.
2. Training: None
3. Days absent: 1

MEETINGS

(b)(6)

On 1-15-02, Merete and [REDACTED] met with [REDACTED], Attorney Advisor, OFAC's General Counsel's Office to discuss the proposed processing of a FOIA request submitted by Russell Mokhiber a representative with the Corporate Crime Reporter (a weekly publication). Mr. Mokhiber is asking for access to copies of all law enforcement actions settled by OFAC for the periods May 17, 1998, until June of 2000. This case is currently in litigation.

(b)(6)

On 1-18-02, [REDACTED] provided [REDACTED] with a copy of an index listing consisting of the names of 136 business entities that have settled their civil penalty cases during the time periods specified in the FOIA request. To date, 44 of the civil penalty case files responsive to this request have been reviewed for consideration of the release of records.

(b)(6)

On 1-23-02, [REDACTED] met with David Mills, Chief of Policy and Planning to discuss the some further issues concerning the processing of certain records that are maintained in the civil penalty files.

On 1-29-02, Merete, Betsy Sue Scott, Chief of Civil Penalties and [REDACTED] met to discuss Processing of certain records located in the civil penalty files (specifically, the PrePenalty Notices).

(b)(6)

(b)(6) On 1-30-02 [REDACTED] met with [REDACTED] to inform him of certain new developments concerning the processing of this FOIA request. Accordingly, a follow-up meeting between [REDACTED] (b)(6) [REDACTED], Esq., Betsy Sue, Merete and [REDACTED] will be scheduled during the first week of February 2002.

(b)(6)

Monthly Report on FOIA Activities

Prepared by [REDACTED]

(b)(6)

Month: DECEMBER 2001

New Requests	5
Completed responses	0
Telephone calls to/from requestors.....	5
General telephone calls on FOIA requests.....	14
Search memos sent to divisions.....	1
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	0
FOIA's sent to OEC for review.....	0

Meetings on FOIA matters (briefly state with whom and subject):

(b)(6)

1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.
2. Training: None
3. Days absent: 1

MEETINGS

(b)(6)

On 12-10-01, Merete and [REDACTED] met with [REDACTED], Attorney Advisor, OFAC's General Counsel's Office to discuss the proposed processing of an expedited FOIA request submitted by Christopher Farrell, a representative of Judicial Watch, Inc., for access to records relating to Al Barakaat.

(b)(6)

On 12-12-01, Merete and [REDACTED] met [REDACTED], Esq., Dennis P. Wood, [REDACTED] Hal H. Harmon, Bob R. McBrien [REDACTED], Assistant to the Chief Counsel, [REDACTED] and [REDACTED] to discuss their records search for responsive records relating to the FOIA request that is mentioned above.

Monthly Report on FOIA Activities

Prepared by [REDACTED] (b)(6)

Month: NOVEMBER 2001

New Requests	4
Completed responses	3
Telephone calls to/from requestors	10
General telephone calls on FOIA requests	25
Search memos sent to divisions	0
"Are you still interested" letters mailed	0
"Submitters Notices" mailed	0
FOIA's sent to OCC for review	0

Meetings on FOIA matters (briefly state with whom and subject):

- (b)(6)
1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.
 2. Training: None
 3. Days absent: 4

MEETINGS

(b)(6) On 11-26-01, Merete and [REDACTED] met with [REDACTED], Esq. and [REDACTED], Esq., (FAC's General Counsel's Office) to discuss the proposed release of certain records that are responsive to an expedited FOIA request for records pertaining to Afghanistan.

(b)(6) On 11-28-01, Merete and [REDACTED] met with [REDACTED] and [REDACTED], Esq., (Office of the General Counsel, General Law and Ethics) to continue their discussion on certain issues related to the FOIA request that is mentioned above.

Monthly Report on FOIA Activities

Prepared by [REDACTED]

(b)(6)

Month: October 2001

New Requests	4
Completed responses	2
Telephone calls to/from requestors.....	15
General telephone calls on FOIA requests.....	25
Search memos sent to divisions.....	7
"Are you still interested" letters mailed.....	1
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	1

Meetings on FOIA matters (briefly state with whom and subject):

- (b)(6)
1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.
 2. Training: None
 3. Days absent: None

MEETINGS

(b)(6) On 10-10-01, [REDACTED] met with [REDACTED] to discuss a FOIA request for copies of certain OFAC records that are currently maintained at the National Records Center.

(b)(6) On 10-17-01, [REDACTED], Esq., (Office of the General Counsel, General Law and Ethics), [REDACTED], Esq., Office the General Counsel, Merete and [REDACTED] met to discuss two FOIA requests that are currently in litigation.

(b)(6) On 10-30-01, [REDACTED] met with [REDACTED], Esq., OFAC's General Counsels' Office to discuss the proposed release of certain records that are responsive to an expedited FOIA request for records pertaining to Afghanistan.

Monthly Report on FOIA Activities

Prepared by [REDACTED] (b)(6)

Month: September 2001

New Requests	5
Completed responses	4
Telephone calls to/from requestors.....	15
General telephone calls on FOIA requests.....	25
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	1
"Submitters Notices" mailed.....	0
FOIA's sent to OCC for review.....	2

Meetings on FOIA matters (briefly state with whom and subject):

- (b)(6)
1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requesters to determine if they are still interested in pursuing their requests or to narrow their requests.
 2. Training: None
 3. Days absent: 1

MEETINGS

On 9-7-01, Merete transmitted an E-mail communication to [REDACTED], Esq. (b)(6) requesting a copy of DOT's FOIA/PA policy guidance regarding the release/non-disclosure of certain information that was previously provided by an applicant seeking OFAC's approval for the issuance of a license. As a result that request, [REDACTED] contacted (b)(6) [REDACTED], Esq. for assistance. Accordingly [REDACTED] provided OFAC with policy information regarding the release of third party information in OFAC licenses under the FOIA/Privacy Acts. Presently, OFAC maintains in its system of records a FOIA Policy File, which contains a copy of the DOT's guidance criteria concerning the application of Exemption (b)(4) to withhold certain business information.

(b)(6)

On 9/14/01 - [REDACTED] met with David Mills, to discuss whether certain business information that was revealed in the records that were located in response to a FOIA request submitted by Phillip W. Sedgwick, (FOIA No. 98-12-35) for access to copies of licenses to perform executory contracts with Vietnam were appropriate for release.

(b)(6)

On 9/20/01 [REDACTED] met with [REDACTED], Esq. to discuss whether certain business proprietary information revealed in the OFAC records that were located in response to the Sedgwick case is appropriate for protection under Exemption (b)(4).

Monthly Report on FOIA Activities

Prepared by [REDACTED] (b)(6)

Month: August 2001

New Requests	9
Completed responses	2
Telephone calls to/from requestors.....	20
General telephone call on FOIA requests.....	15
Search memos sent to divisions.....	0
"Are you still interested" letters mailed.....	0
"Submitters Notices" mailed.....	1
FOIA's sent to OCC for review.....	1

Meetings on FOIA matters (briefly state with whom and subject):

- (b)(6) 1. Merete and [REDACTED] meet weekly to discuss cases and to make telephone calls to FOIA requestors to determine if they are still interested in pursuing their requests or to narrow their requests.
2. Training: None
3. Days absent: 4

MEETINGS

(b)(6) On 8/7/01 - Earl Wright, Alana Johnson, Rick, Merete and [REDACTED] met to Discuss OFAC's FOIA program. The primary focus of this meeting was to provide OFAC staff members with an opportunity to discuss their plans to enhance the processing of its overdue FOIA cases.

(b)(6) On 8/13/01 - Rick, Merete and [REDACTED] met to conduct a preliminary review of nine (9) FOIA cases selected from among the cases that were previously assigned to OFAC for processing. In this instance, three (3) of the older cases were selected from among the cases maintained in OFAC's case tracking system consisting of (easy, medium and large) the files that are pending final processing.

(b)(6) On 8-17-01 - Bob McBrien, [REDACTED], [REDACTED], Merete and [REDACTED] met to discuss a FOIA matter (Steven Emerson, 01-05-10) that is currently being litigated (legal counsel will prepare an answer to a complaint that has been filed)

(b)(6)

On 8-29-01, [REDACTED], Merete and [REDACTED] met to discuss a proposed response to the Mr. Emerson's complaint.

(b)(6)

On 8-20-01, [REDACTED], Merete, a representative from Bob McBrien's office and [REDACTED] met to further discuss the Emerson FOIA request.

Definitions of the Exemptions Under the Freedom of Information Act – 5 U.S.C. § 552

EXEMPTIONS

Pursuant to 5 U.S.C. § 552 (b), the Freedom of Information Act does not apply to matters that are –

- (1)(A) specifically authorized under criteria established by an Executive Order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified under such Executive Order;
- (2) related solely to the internal personnel rules and practices of an agency;
- (3) specifically exempted from disclosure by statute, provided that such statute;
 - (A) requires that the matters be withheld from the public so as to leave no discretion on the issue, or
 - (B) establishes particular criteria for withholding or refers to particular kinds of matters to be withheld;
- (4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (5) inter-agency or intra-agency memoranda or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (6) personnel and medical files and similar files the disclosure of which constitutes a clearly unwarranted invasion of personal privacy;
- (7) records or information compiled for law enforcement purpose, but only to the extent that the production of such 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 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 disclosures 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;
- (8) contained in or related to examination, operating or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (9) geological and geophysical information and data, including maps, concerning wells.

ADMINISTRATIVE APPEAL

You may file an appeal with the Department of the Treasury when:

- Access to records has been denied in part or in whole;
- There has been an adverse determination of your requestor category;
- Your request for fee waiver or reduction has been denied;
- It has been determined that no responsive records exist; or
- Your request for expedited processing has been denied.

Your appeal, other than an appeal of a denial for expedited processing, must be submitted within 35 days after (1) the date of the initial determination, or (2) the date of the letter transmitting the last records released, whichever is later, except in the case of a denial of expedited processing. An appeal of a denial for expedited processing must be made within 10 days of the date of the initial determination to deny expedited processing. The appeal must be in writing, signed by you or your representative, and contain the following information:

- Your name and address;
- Date of your initial request;
- Date of the letter denying your request;
- Description of why you believe the initial determination was in error; and
- The FOIA/PA number assigned to your request.

Please mail your appeal to: Freedom of Information Act Appeal
Disclosure Services, DO
Room 6204, Annex
Department of the Treasury
Washington, D.C. 20220

The deciding official on your appeal will be the Assistant Secretary of the Office of Terrorist Financing and Financial Crimes.