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Description of document: Alcohol and Tobacco Tax and Trade Bureau (TTB) Internal Forms List, 2021

Requested date: 04-February-2021

Release date: 29-March-2021

Posted date: 24-May-2021

Source of document: FOIA Request
Alcohol and Tobacco Tax and Trade Bureau
TTB FOIA Requester Service Center
1310 G Street, NW
Box 12
Washington, DC 20005
Fax: 202-453-2331
FOIA.gov - Freedom of Information Act

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DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
WASHINGTON, D.C. 20005

March 29, 2021

Refer to: **2021-02-020**
4040000

SENT VIA EMAIL

This letter is in response to your Freedom of Information Act (FOIA) request to the Alcohol and Tobacco Tax and Trade Bureau (TTB) dated February 4, 2021. You are requesting "a copy of the Internal Forms list, a link to which is posted on the TTB SharePoint site on the Regulations and Rulings Division Page."

We conducted a search of files within TTB for records responsive to your request and identified 3 pages which are being released in part, with information exempt from disclosure under the FOIA having been redacted pursuant to 5 U.S.C. 552 (b)(6).

FOIA exemption 6 protects from disclosure personnel and similar files, including names, signatures, images, and/or contact information of certain individuals, the disclosure of which would constitute an unwarranted invasion of privacy.

Enclosed is a Document Cover Sheet with your appeal rights outlined on the reverse side. If you choose to appeal this response, you must do so within 90 days from the date of this letter.

Please note that a FOIA Public Liaison is available if you would like to discuss any issues regarding a FOIA response. A FOIA Public Liaison is a supervisory official with the Department of the Treasury to whom FOIA requesters can raise questions or concerns about the agency's FOIA process. FOIA Public Liaisons can explain agency records, suggest agency offices that may have responsive records, provide an estimated date of completion, and discuss how to reformulate and/or reduce the scope of requests in order to minimize fees and expedite processing time.

If you would like to discuss this response, perhaps to resolve a dispute before filing an appeal, you may contact Mark Bittner, the FOIA Public Liaison, by email at FOIAPL@treasury.gov or by phone at (202) 622-8098.

If you are unable to resolve a FOIA dispute through the FOIA Public Liaison, the Office of Government Information Services (OGIS) at the National Archives and Records Administration offers mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. If you are requesting access to your own records (which is considered a Privacy Act request), please note that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, MD 20740-6001
Email: ogis@nara.gov
Telephone: 202-741-5770
Toll free: 1-877-684-6448
Fax: 202-741-5769

Please be advised that contacting an agency official (including the Disclosure Officer, FOIA Public Liaison) and/or OGIS is not an alternative to filing an administrative appeal and does not stop the 90-day appeal clock.

Please note we are charging no fee for processing your request. If you have any questions regarding this letter, feel free to contact Quinton Mason, TTB Disclosure Officer, by telephone at (202) 882-9904 or by e-mail at TTBFOIA@ttb.gov, and reference FOIA number **2021-02-020**.

Sincerely,


Amy R. Greenberg
Director, Regulations and Rulings Division

Digitally signed by Amy R.
Greenberg
Date: 2021.03.29 08:48:41
-04'00'

Enclosure(s): As stated



Forms/Publications/Templates

Forms by Category:

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Form Numbers:

To search within the list below, enter Ctrl+F, type in desired form number, and click Find.

Note - OF (Optional Form), **SF** (Standard Form), **TD** (Treasury Form), and **PD** (Public Debt Form) are not owned by TTB and are linked to other government Web sites. To search for other government forms not found on our site try [USA.gov - Find Federal Government Forms](#).

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