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Description of document: United States Geological Survey (USGS) Freedom of Information Act (FOIA) Standard Operating Procedures (SOPs) (undated)

Requested date: 22-May-2022

Release date: 06-June-2022

Posted date: 13-February-2023

Source of document: FOIA Request
United States Geological Survey
FOIA Officer
P.O. Box 66783
Albuquerque, NM 87193
Email: foia@usgs.gov
[FOIAonline](#)

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United States Department of the Interior

U.S. GEOLOGICAL SURVEY

12201 Sunrise Valley Drive
Reston, Virginia 20192-0002

In Reply Refer To:
U.S. Geological Survey
Attention: Judy Cearley
345 Middlefield Road
MS 955, Room M2214
Menlo Park, California 94025

June 6, 2022

Re: U.S. Geological Survey (USGS) Freedom of Information Act (FOIA) Tracking #
DOI-USGS-2022-003876 – Response

This letter is our response to your FOIA request dated May 22, 2022, in which you requested the following information:

A copy of each (internal) FOIA Standard Operating Procedure (SOP) at the USGS FOIA Office.

We have enclosed four portable document format (PDF) electronic records, consisting of 15 pages, which are being released to you in their entirety. Please note, some of the information in the records is dated and we intend to update the material accordingly.

We classified you as an “other-use” requester and you agreed to pay up to \$30.00 for the processing of your request. The *search* time did not exceed your two-hour entitlement, and there are no *duplication* costs associated with your request. Therefore, there is no billable fee for the processing of this request.

The 2007 FOIA amendments created the Office of Government Information Services (OGIS) to offer 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.

You may contact OGIS in any of the following ways:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road – OGIS
College Park, Maryland 20740-6001
Telephone: (202) 741-5770
Fax: (202) 741-5769
Toll-free: 1-877-684-6448
E-mail: ogis@nara.gov
Web: <https://www.archives.gov/ogis>

Please note that using OGIS services does not affect the timing of filing an appeal with the Department's FOIA & Privacy Act Appeals Officer. Contact information for the Department's FOIA Public Liaison, who you may also seek dispute resolution services from, is available at <https://www.doi.gov/foia/foiacenters>.

This completes our response to your request. If you have any questions about our response to your request, you may contact me by phone at (650) 329-4035, or by email at foia@usgs.gov.

Sincerely,

**JUDY
CEARLEY**

Digitally signed by
JUDY CEARLEY

Date: 2022.06.06
09:54:11 -07'00'

Judy Cearley
U.S. Geological Survey
Government Information Specialist

Enclosures:

New Procedures for SPO.pdf (one page)
OAG FOIA Processing Checklist.pdf (eight pages)
USGS FOIA Checklist.pdf (four pages)
USGS FOIA Record Review Steps.pdf (two pages)

Practice using the below Review Process and be prepared to discuss pros and cons:

Step 1: Run the Optical Character Recognition (OCR) tool in Adobe Acrobat on the records. Take this step regardless if they were digitally converted to PDF or scanned from paper to a PDF.

Step 2: Identify and move non-responsive and/or duplicate docs out of the production and into sub-folders in the case file. Identify lack of responsiveness. Do the records answer each part of the request? If not, go back to the record holder(s) / program office(s) to obtain all responsive records.

Step 3: Identify the documents that should be referred by making a highlight note stating, "Refer to [Agency/Bureau(s)]". Extract the pages for referral out of the production and review the records for any USGS equity. Review our equity and determine if we recommend any FOIA exemption(s). If so, mark the records for redaction and refer the records to the agency/bureau and provide our explanation of the proposed redactions in the Referral letter.

Step 4: Identify the Political Appointees that will need to review the package by using AutoRedact (Darren and Nour will provide AutoRedact training. Darren will provide the team with the Redaction Dictionary that he created to search for individuals). Set the AutoRedact settings to highlight the names in green with the code "AR". ****Note:** AutoRedact will complete this task in seconds, even in thousands of pages of records.

Step 5: Identify the records/emails/attachments that will require consultation by making a highlight and adding a sticky note stating, "Consult with [Agency/Bureau(s)]". Review our equity and determine if we recommend any FOIA exemption(s). If so, mark the records for redaction and provide our explanation of the proposed redactions in the Request for Consultation letter.

Step 6: Conduct the line-by-line and page-by-page review to determine if an exemption applies:

6a. If not, identify any areas that (leadership/ELT) should be made aware and prepare a Leadership Review package. This package must include the records with the analyst's thoughts/recommendations/questions about the releasability of the records. Analysts must identify the specific information in the records by placing an electronic sticky note or notes on the page(s) in question. The transmittal email must identify the issue/question/recommendation and point the leader directly to the page(s) in the records.

6b. If yes, consider foreseeable harm, and

6b.i.If the analyst identifies a foreseeable harm, mark the information as it should be redacted using the proper exemption(s). Document the decision on the applicable Foreseeable Harm Analysis form

6b.ii.If the analyst decides no foreseeable harm would result from release, document the decision on the applicable Foreseeable Harm Analysis form.

6c. If you are unsure, highlight the record or text and add an electronic sticky note in the records with the analyst's specific questions or concerns. Include any notes/specific questions that would help bring the analyst and the SME clarity to resolve the matter.

Step 7: Identify any information submitted by industry (or any third party, non-federal entity) that may be Confidential by adding an electronic sticky note stating "Submitter Notice Required - [Company Name]".

7a. Then work with the SME to obtain the Submitter's contact information

7b. Draft and send the Submitter Notice to the Submitter. Track the Submitter's Response time

USGS Freedom of Information Act Checklist

The First Steps	
Read the request thoroughly and determine whether the request was sent to the appropriate FOIA Office.	Initial _____
Is the request description clear?	Yes or No
Is the scope of the request too broad?	Yes or No
Does the requester state whether they agree to pay all fees or up to a specific amount?	Yes or No
Has the requester asked for a fee waiver? If yes, then the requester has to provide sufficient justification	Yes or No
Are the fees to process likely to be \$50.00 or less?	Yes or No
Is the requester delinquent?	Yes or No
Has the requester asked for a fee waiver? If yes, does the requester meet the criteria?	Yes or No
Has the requester asked for expedited processing? If yes, does the requester provide sufficient justification? If no, deny the request for expedited processing and provide appeal rights. Expedited processing must be resolved within 10 workdays.	Yes or No
Is the requester seeking contract-related records? If yes, the FOIA Office must draft a submitter notice letter to send to OAG for signature, a copy of the FOIA request and notification email specifically created for OAG.	Yes or No
Notification of FOIA Request	
If the request is perfected, notify the record-holding office(s) that we received a new FOIA request	Initial _____
Did you include the description of the FOIA request in the body of the notification email? Note: Remove any pronouns in the request description.	Yes or No
Did you inform the record-holding office(s) whether the requester is willing to pay all fees, a specified amount, and/or was granted a fee waiver?	Yes or No
Did you request that the record-holding office state how long it will take to conduct a search for records? (provide 10-workday deadline)	Yes or No
Did you include a deadline for the record-holding office to respond to the FOIA Program as to whether they don't have records or to produce those records?	Yes or No
EFTS – Intake Processing	
Is the request associated with a sensitive matter?	Yes or No
Did you identify the processing track?	Yes or No
Did you identify the processing track?	Yes or No
If the request is unclear, have you entered the date clarification was requested	Yes or No

Did you specify the fee category of the requester and whether they will pay?	Yes or No
If the requester did not specify whether they agree to pay all fees, a specific amount or request for a fee waiver, then have you included the date clarification was requested?	Yes or No
Did you attach a copy of the FOIA request?	Yes or No
Acknowledgment of FOIA Requests	
Include the request description below the introductory paragraph, removing any pronouns in the request description.	Initials _____
Include the “unusual circumstances” language if appropriate	Initials _____
If the request is unclear include the “clarification” language and provide the twenty workday deadline and appeal rights	Initials _____
If there is an unresolved fee-related issue, include the “clarification” language and provide the twenty-workday deadline and appeal rights.	Initials _____
If denying expedited processing, include the expedited processing language and provide appeal rights	Initials _____
Include the fee-related category if the request has been perfected	Initials _____
If a company has requested records, request their tax identification number for billing purposes	Initials _____
If granting a fee waiver, include the fee waiver language	Initials _____
If a request for a fee waiver must go to SOL for review, then include the proper fee language stating that we are taking their request for a fee waiver under consideration	Initials _____
Include the multi-track processing category if the request has been perfected	Initials _____
Include appeal rights at the bottom of the acknowledgment letter	Initials _____
Contacting OCAP	
Is the request deemed high profile (or has the potential to be)? If yes, contact the following individuals about the request: Anne-Berry Wade, Justin Pressfield, Vic Hines and David Ozman	Yes or No
Processing the Request	
The record-holding office produced records; are they agency records?	Yes or No
Are some or all of the records deemed responsive?	Yes or No
Are portions of the records protected under an exemption?	Yes or No
Would it be appropriate to make a discretionary release?	Yes or No
Should you consult another bureau regarding the responsive records?	Yes or No
Is there a need to consult with a USGS subject matter expert?	Yes or No
Should you call the requester to clarify the request?	Yes or No
Is it appropriate to change the processing track which would require that we inform the requester?	Yes or No
Billing the Requester	

In the final response letter, inform the requester that we are billing them a specified amount (unless they were granted their fee waiver)	Yes or No
Ensure that the “commercial-use” requester has provided their tax identification number.	Yes or No
Complete the OAFM Non-Reimbursable Memo to include the following: <ul style="list-style-type: none"> • Debtor Name • Debtor Billing Address • Tax Identification Number • Debtor email and phone numbers • Processing fee • Transaction Description, to include the FOIA tracking number, search and review time 	Initials ____
Send a copy of the OAFM Non-Reimbursable Memo and a copy of the final response letter to gs-a-hq_rms@usgs.gov	Initial ____
Enter the dollar amount for search and review time in EFTS	Initial ____
Closing the Request	
Did you place the original and draft versions of the records in the Development folder?	Yes or No
Did you apply the redactions?	Yes or No
Does the redacted version say “(SECURED)” in the naming convention to reflect that the document is password-protected?	Yes or No
Did you attach the “secured” version of the records to the email and a copy of the response letter?	Yes or No
Did I check to ensure that the correct copy of the records is attached?	Yes or No
Records Management	
Within 1 duty day of closing the request, move the electronic records to the appropriate disposition folder on the FOIA Shared Drive (e.g., from A – Open to B – Closed or D – Denied)	Initial ____
Within 1 duty of closing the request, move the emails to the appropriate label in the FOIA Inbox (e.g., FY 2017 A – Open to B – Closed or C – Denied)	Initial ____
Within 1 duty day of closing a request, use Microsoft Outlook (GASMO) to combine any emails sent from the employee’s individual email account with the request’s label in the FOIA Inbox. Once combined, employee will use Microsoft Outlook/GASMO to a PDF portfolio and save the emails in the corresponding electronic case file on the shared drive, in the D – Background\4 – Email Subfolder.	Initial ____

Open/Closed FOIA Report: Update the status of each assigned case on the Open tab of the Open/Closed FOIA Report (Google Sheet) by the end of the duty week.	Initial _____
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We have completed our initial thoughts on a) whom is responsible for what, and b) what wording should be edited on our notification emails to Mission Areas/Regions.

a) Responsibilities

Intaker's responsibility:

- Create a folder in our "Open" cases;
- Create a folder within the proper Mission Area(s) in the "Active Searches", with the FOIA tracking number, example: "2020-00100 – The New York Times" and place the original FOIA request here;
- Put the hyperlink into the Notification to the Mission Area/Region.

Mission Area POC's responsibility:

- Forward the notification email with the direct link to the Records Custodian (RC) and/or SME;
- Either:
 - The Mission Area POCs are the 'gatekeepers' to our SPO, or;
 - The Mission Area POCs ask their RC and/or SME to click on the link and ask for permission.
- Mission Area POC will already have editing, adding, and deleting privileges;

USGS FOIA Analyst's responsibility:

- Move (or copy) records from "Active Searches" to "Open" cases folder for the particular request.
- Follow up with any incomplete searches with the RCs/SMEs

USGS FOIA Officer's (or his designee) responsibility:

- Conduct training for all Mission Area POCs and Region POCs;
- Select a date for USGS FOIA to officially move to this new process;

b) Purposed new wording for Notification Letter

Once you complete your search, and if you have identified responsive records, please directly "upload" the records into the designated case folder on the USGS FOIA SharePoint Online (SPO) site (hyperlink the SPO folder's link).

Two approaches to consider in handling the production of records:

You may either, 1) act as a gatekeeper to your Mission Area's request; thereby having to upload all document to USGS FOIA Team SPO for each of your request(s); or 2) forward this notification to your Records Custodian and/or Subject Matter Experts and have them request access to the folder we have created for this request; this allows you (the POC) to forward permissions to the folder.

Please note that those who have access to the SPO folder will have editing, adding, and deleting privileges.

We ask that each Records Custodian create a folder and label to identify the name of their Science Center/Name of the Records Custodian(s), for example: "CA WSC-John Smith".

EFTS FOIA Tracking Number:		Requester's Last Name:	
Date of Request:		Date Rec'd by FOIA Office:	
Subject of Request:			
<u>DEADLINE (records search):</u>		<u>DELAY GRANTED:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, deadline: _____	
<u>PART A: FOIA Office Checklist</u> <u>FOR USGS FOIA Office Action</u>			
<i>Instructions:</i> Follow the steps below and mark your initials as you complete each one.			
1) Please read the original FOIA request thoroughly. <div style="text-align: right;">Initials: _____</div>			
2) Log FOIA request into EFTS. Create shared inbox label. Create a folder in the shared drive using the established FOIA case file structure. <div style="text-align: right;">Initials: _____</div>			
3) HOT TOPIC? Select one: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, notify management and/or Office of Communications (media requests) <div style="text-align: right;">Initials: _____</div>			
4) Search the Electronic FOIA Tacking System (EFTS) to determine whether or not we previously processed a request for the same record. Have we processed the same records before? Select one: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , provide the previously released record(s) to the requester along with the response letter. Ask requester if previously released record answers the request. If the records do not meet his needs, then clarify the request with the requester if necessary. <i>Associated FOIA's:</i> If we have <u>not</u> processed the same requested records before, then continue to Step #5. <div style="text-align: right;">Initials: _____</div>			
5) Is the request clearly described and provides sufficient information for a proper search to begin? Select one: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , continue to Step #6. If no , send a clarification letter to requester. If the requester does not respond in 20 workdays then close the request in EFTS. Continue to page 7 ("Part H: Closing the Request") for the additional steps needed to complete the closing of the administrative file. <div style="text-align: right;">Initials: _____</div>			
6) Has the requester agreed to pay all fees, or to pay up to a specific amount? Select one: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , continue to Step #7. If no , send the requester an "Agreement to Pay Fees" letter. If the requester does not respond in 20 workdays then close the			

FOIA Checklist for Requests for Contract Records

request in EFTS. Continue to page 7 ("Part H: Closing the FOIA Request") for the additional steps needed to complete the closing of the administrative file.

Did the requester ask for a fee waiver? **Select one:** ☐ Yes ☐ No

If **yes**, was the fee waiver granted? **Select one:** ☐ Yes ☐ No ☐ N/A Date FOIA Requester notified of Fee Waiver decision:

Initials: _____

7) Send a copy of the FOIA request and a notification email to OAG, providing a deadline to complete their search for records. Forward this checklist to OAG to complete their portions.

Initials: _____

PART B: OAG Checklist **FOR OAG Action**

Instructions: Follow the steps below and mark your initials as you complete each one.

1) Carefully read the original (or amended) FOIA request and the OAG notification email.

Initials: _____

2) Is the request clearly described and provides sufficient information for a proper search to begin?

Select one: ☐ Yes ☐ No

If there is *any* uncertainty, then contact the FOIA Office immediately.

Please be advised that **only** Government Information Specialists are charged with the duty of contacting FOIA requesters. *Record-holders should not contact FOIA requesters.*

Initials: _____

2) Is it likely your office has records responsive to this request? **Select one:** ☐ Yes ☐ No

If **yes**, continue to #5.

If there are **no records**, then provide your explanation as to why your office does not (or would not) have records, notify the FOIA Office via [email](#) *No further action is required by your office.*

Initials: _____

3) Do you know of another USGS office, DOI bureau, or outside agency that may have responsive records?

Select one: ☐ Yes ☐ No

If **yes**, please provide the name(s) of the entity (and a point of contact, if known):

FOIA Checklist for Requests for Contract Records

Initials: _____

- 4) Does the FOIA Office need to contact the FOIA requester to resolve any outstanding [FOIA fee issues](#) before OAG searches for records? If so, prior to searching for records please email the FOIA Office and provide an estimate as to how long it will take to search for the records. If there is more than one person who will be searching for records, provide a breakdown of the time and GS grade, per person, as shown in the example below.

Person A: **Estimated Time** (minimum time reportable = ¼ hour): ½ hour

GS Grade Level: 5

Person B: **Estimated Time** (minimum time reportable = ¼ hour): ¼ hour

GS Grade Level: 11

Initials: _____

- 5) Once the FOIA Office notifies your office that clarification and fee issues are resolved, conduct a thorough search and locate responsive records by the deadline (see above in red). At this point, document below what systems of record were searched and the **actual** time it took to search for records:

Filing cabinet folder(s) and location(s):

Email folder(s):

Shared drive folder(s):

Google Drive folder(s):

What is the **actual** time it took to locate the records (per person)?

Actual Time (minimum time reportable = ¼ hour): _____

GS Grade Level: _____

Actual Time (minimum time reportable = ¼ hour): _____

GS Grade Level: _____

Initials: _____

FOIA Checklist for Requests for Contract Records

PART C: EXECUTIVE ORDER 12600 – SUBMITTER NOTICE

Preparing the Submitter Package FOR USGS OAG Action

- 1) Identify the name of a contact person located in the [submitter's records](#). The submitter* (contractor or vendor) is the entity whose records have been requested by a FOIA requester or are responsive to a FOIA request.

Initials: _____

*Please note that the submitter is the entity that submitted their records to USGS in response to a Request for Proposal. The submitter is not the FOIA requester.

- 2) Make a copy of the FOIA request. Save a copy for your files.

Initials: _____

- 3) The FOIA Office will provide a draft copy of the Submitter Notice letter which will be completed by the OAG staff member assigned to respond. Ensure the following is contained in the draft Submitter Notice and package:

Submitter Notice to include:

- ☐ Date of Letter
- ☐ Sender's address including name of OAG contact person
- ☐ Recipient's full address including name of contact person (***Submitter*** and not the FOIA requester)
- ☐ Contact person's last name as the addressee (***Submitter*** and not the FOIA requester)
- ☐ The first paragraph contains the name of the FOIA requester (company name)
- ☐ The first paragraph contains the date the FOIA Office received the FOIA request
- ☐ The first paragraph contains the FOIA request tracking number
- ☐ The 10-workday deadline is included in the body of the letter on page 4
- ☐ All citations, web addresses, and email addresses are hyperlinked

Submitter Package to include:

- ☐ Copy of FOIA request
- ☐ Copy of responsive records
- ☐ Copy of Submitter Notice

Initials: _____

- 4) Convert Microsoft Office records into .pdf format and/or scanned and OCR paper records. Save a copy for your files.

Initials: _____

FOIA Checklist for Requests for Contract Records

- 5) To fullest extent possible, email the Submitter Notice to the submitter(s). If emailed, courtesy copy the FOIA Office (foia@usgs.gov) on the Submitter Notice. If OAG mails a copy, scan and email the paper copy to the FOIA Office (foia@usgs.gov).

Initials: _____

- 6) Provide a copy of the responsive records to the Government Information Specialist who is processing the request. Email the records or provide them through Google Drive.

Initials: _____

- 7) Date submitter package sent to the submitter: _____

Deadline for submitter's response (10 workdays): _____

Initials: _____

- 8) Did the submitter request an extension? **Select one:** ☐ Yes ☐ No If **yes**, notify the FOIA Office immediately. The FOIA Office will then either grant or deny the request for an extension.

Date submitter requested extension: _____

- 9) Date submitter's response was received by your office: _____

- 10) If the submitter provided its response by the 10-workday deadline, is your office in agreement with the submitter's proposed redactions? **Select one:** ☐ Yes ☐ No

Initials: _____

PART D: EXECUTIVE ORDER 12600 – SUBMITTER NOTICE

Submitter Response
FOR USGS OAG Action

- 1) If response is received by the submitter, does the Contracting Officer agree with the proposed redactions? **Select one:** ☐ Yes ☐ No

- 2) Has the submitter provided a sufficient explanation/justification to invoke Exemption 4? **Select one:** ☐ Yes ☐ No

.....

- 3) Date "Release Over Objections" letter sent to the submitter: _____

- 4) Deadline for submitter's response to Release over Objections (10 workdays after receipt by the Submitter): _____

FOIA Checklist for Requests for Contract Records

Initials: _____

PART E: Redacting the Records **FOR USGS FOIA Office Action**

- 1) Properly redact records following established DOJ guidelines.

Initials: _____

- 2) Ensure exemption code is visible at or near the location of the redactions.

Initials: _____

PART F: Preparing FOIA Package for Legal Review **FOR USGS FOIA Office Action**

- 1) Prepare the final or interim response letter. In the Google Drive folder named "A – USGS FOIA Requests Pending Legal Review", arrange the FOIA file in the following order (should mirror the electronic case file on our Shared Drive):

A – Response

1. Include the following:
 - a. Acknowledgment (if a written letter, mailed to the requester or attached to an email)
 - b. Interim Responses (create subfolders for each Interim Response)
 - c. Final Response
 - d. Requests for Legal Reviews
 - e. Referrals and/or Consultations

B – Records to Release – This folder will contain the records that we release, **in part or in full**. If necessary, create subfolders for Interim Releases.

C – FOIA Request, Amendments, Clarification

1. The original request
2. Any Amendments/revisions to the request

D – Background (working folder)

1. Development – add the responsive records received after the record holder search/review
 - a. Consultations
 - b. Submitter Notice
2. Research – copies of any FOIA or legal research
3. Case Notes – any case notes while processing the request, notes from teleconferences,
4. Email – Convert the case emails to PDF and save them here
5. FOIA Processing Fees – Save any documentation used to determine FOIA fees here

E – Records to Withhold – records withheld in full (if applicable)

FOIA Checklist for Requests for Contract Records

Initials: _____

- 2) Prepare the final response letter. Notify the FOIA Officer that the legal review package is ready for review.

Date FOIA Officer requests DOI SOL Division of General Law legal review: _____

Initials: _____

- 3) Did the SOL DGL Attorney request clarification or additional information? **Select one:** ☐ Yes ☐ No

If so, do you need to request additional information or coordinate with OAG? **Select one:** ☐ Yes ☐ No

Date contacted OAG: _____

Date provided information to SOL DGL Attorney: _____

- 4) Date SOL DGL returns package to USGS FOIA Office: _____

Initials: _____

PART G: Formal Response and Release of Records **FOR USGS FOIA Office Action**

- 1) Once the Solicitor's Office has completed its legal review of our response letter and proposed redactions, finalize all electronic redactions and Encrypt redacted records in Adobe Acrobat Professional

Initials: _____

- 2) Finalize the response letter by providing the proper date and the name of the Solicitor's Office attorney in the body of the letter. Convert the Word document to PDF and digitally sign. Ensure that all attachments are listed on the last page below the signature block.

Initials: _____

- 3) If the requester is to be charged fees, prepare the DI-1040 form by including the payer's mailing address, a description of the FOIA fees charged, quantity, unit price, and the total amount due. Provide documentation of the FOIA fees due and email the package and a copy of the DI-1040 form to OAFM at gs-a-hq_rms@usgs.gov. OAFM will complete the DI-1040 and provide the DI-1040 to the FOIA Officer to enclose in the formal response to the FOIA requester.

- *Procedure:*

- Once the DI-1040 form is completed by OAFM and received by the FOIA Office, a copy of the Bill for Collection instructions (provided in the response letter) and the DI-1040 will be mailed to the requester.
- The FOIA requester will mail payment of the FOIA processing fees to the address listed on the DI-1040. Once payment is received, OAFM will email the USGS FOIA inbox with the name of the payer, the check number, the date of the check, the DI-1040 Bill Number, and the amount of payment.
- The FOIA Office will save a copy of OAFM's Notification of Payment as a PDF, save the PDF into the appropriate case file in the FOIA Office's shared drive, and upload a copy of the Notification of Payment into the Dept. of Interior's Electronic FOIA Tracking System (EFTS). OAFM will deposit the FOIA processing fees collected directly into the Dept. of Treasury's Miscellaneous Fund.

Initials: _____

FOIA Checklist for Requests for Contract Records

- 4) Suspend requester to pay fees within 30 days from receiving final response letter. Follow up as appropriate to ensure proper payment. Note the delinquency in EFTS if payment is not received within 30 days, or update to reflect payment received before closing the request.

Initials: _____

PART H: Closing the FOIA Request **FOR USGS FOIA Office Action**

- 1) When completed with the processing of the request, follow these steps:

___ Attach a copy of the final response letter in EFTS, include the page count, the name of the Solicitor's Office attorney (if applicable), the disposition, FOIA fee information, and the date completed (or closed).

___ Update the Open/Closed report entry to reflect final actions and add strike-through in the entry

Initials: _____

- 2) Within one (1) duty day of closing the request, move electronic records to the appropriate disposition folder on the FOIA Shared Drive. (e.g., from A – Open to B – Closed or D – Denied).

Initials: _____

- 3) Within one (1) duty day of closing the request, move the emails to the appropriate label in the FOIA Inbox (e.g., FY 2017 A – Open to B – Closed or C – Denied)

Initials: _____

- 4) Within one (1) duty day of closing the request, use Microsoft Outlook (GASMO) to combine any emails sent from the employee's individual email account with the request's label in the FOIA Inbox. Once combined, use Microsoft Outlook (GASMO) to create a PDF portfolio and save the emails in the corresponding electronic case file on the shared drive, in the D – Background\4 – Email subfolder.

Initials: _____

- 5) Update the status of the case in the Open tab of the Open/Closed FOIA Report.

Initials: _____