Mark Graff - NOAA Federal <mark.graff@noaa.gov>

ACTION REQUIRED: Weekly FOIA Requests of Interest Report

1 message

Toland, Michael (Federal) <MToland@doc.gov> Wed, May 24, 2017 at 10:50 AM
To: "Arnold, Josephine (Federal)" <jarnold@mbda.gov>, "Bogomolny, Michael (Federal)" <MBogomolny@doc.gov>, "Boston, Louis" <Louis.Boston@uspto.gov>, "Cheney, Stacy" <SCheney@ntia.doc.gov>, "Curry, Vernon E" <vernon.e.curry@census.gov>, "Fletcher, Catherine" <catherine.fletcher@nist.gov>, "Gioffre, Kathy (Federal)" <KGioffre@doc.gov>, "Graff, Mark (Federal)" <Mark.Graff@noaa.gov>, "Hagen, Don" <dhagen@ntis.gov>, "Heaton, John" <Ricou.Heaton@uspto.gov>, "Hitt, Lucas" <Lucas.Hitt@bea.gov>, "Kelton, Cindy (Federal)" <ckelton@doc.gov>, "Kong, Stephen (Federal)" <SKong@eda.gov>, "Kuo, Jennifer" <Jennifer.Kuo@bis.doc.gov>, "Main, Laura" <LMain@oig.doc.gov>, "Moulder, Pamela (Federal)" <pmoulder@doc.gov>, "Oliphant, Tashima (Federal)" <TOliphant@eda.gov>, "Parsons, Bobbie (Federal)" <bParsons@doc.gov>, "Piel, Jennifer" <JPiel@oig.doc.gov>, "Pilot, Adrienne" <Adrienne.Pilot@bea.gov>, "Powers, Victor" <Victor.Powers@trade.gov>, "Smith, Kathy" <KSmith@ntia.doc.gov>, "Staunton, Dondi" <Dondi.Staunton@bea.gov>, "Stith, Lola (Contractor)" <Lola.M.Stith@noaa.gov>, "Strickland, Wayne" <WayneS@ntis.gov>

FOIA Officers and Contacts:

My office has been asked to provide the Office of Public Affairs (OPA) an "awareness" of FOIA requests of interest on a weekly basis. I am aware that many of you have been submitting weekly reports to me, as well as other individuals within the Department. This requirement will replace those reports—you will only need to provide the "new" reports to me at mtoland@doc.gov with a cc to efoia@doc.gov, and you may discontinue any previous reports that you have been providing to the Department. Of course, you should continue to provide those reports internally, as needed. Additionally, if you have any concerns or questions about current reports, please feel free to contact me.

I have provided two (2) attachments to my email:

1. BOU Weekly FOIA Report template – please use this spreadsheet to submit your requests of interest. I will be compiling a master list to submit to OPA and senior leadership and the use of a template will make it easier to finalize the list, as well as ensure consistency.

2. BOU FOIA reports Word document – describes the parameters associated with the reports. For example, the document lists the categories of interest along with what request are not to be provided as part of a report.

Use the following guidelines:

- Reports are to be provided to my office by close of business on each Wednesday of a week via email to the email addresses identified in paragraph 1.

- A report should run from Wednesday of the previous week to Tuesday of the current week. As an example, this week's report would have been for the week 5/17/17 – 5/23/17.

- If your bureau or operating unit (BOU) does not have any requests to report for a week, then submit a "No response for this week" email to the email addresses identified in paragraph 1.

- I will provide any additional guidance as needed.

Please be aware that this requirement is not an option. Submission of reports will start the week of May 29, 2017. So, I expect to receive reports that run from 5/24/17 – 5/30/17 from each FOIA Officer or Contact starting next week.

I realize that everyone may carry a heavy load in support of the Department's FOIA program. Your support is greatly appreciated and does not go unnoticed.

Please feel free to contact me should you have any questions or need additional information.

Regards,

Mike

Michael J. Toland, Ph.D.

Deputy Chief FOIA Officer,

Departmental Privacy Act Officer, and

Deputy Director FOIA/Privacy Act Operations

U.S. Department of Commerce

Office of Privacy and Open Government

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2 attachments

BOU Weekly FOIA Report (date in yyyy-mm-dd).xlsx
15K

BOU FOIA reports_2017-05-23.docx
20K