

FREEDOM OF INFORMATION ACT REQUEST - RUSH

FREEDOM OF INFORMATION ACT REQUEST <i>(Instructions on Reverse)</i>	CASE NUMBER	SUSPENSE DATE
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SECTION I

TO:	FROM: <i>(FOIA Manager)</i>	OFFICE SYMBOL	TELEPHONE NUMBER	DATE
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- REQUEST IS FORWARDED FOR SEARCH, RECORD REVIEW, AND FINAL RESPONSE TO REQUESTER.
- ANOTHER AGENCY IDENTIFIED YOUR RECORDS AS RESPONSIVE TO A FOIA REQUEST. PLEASE REVIEW FOR RELEASABILITY AND RESPOND TO REQUESTER.
- REQUEST IS FORWARDED TO OBTAIN AN ESTIMATE OF FEES BEFORE PROCESSING. PROVIDE ESTIMATE ON DD FORM 2086 AND RETURN TO FOIA OFFICE.
- SEE REMARKS.

BILLS AS FOLLOWS:

- COMMERCIAL. CHARGE FOR ALL SEARCH, ALL REVIEW, ALL REPRODUCTION. WAIVE FEES IF CHARGEABLE COSTS TOTAL \$15 OR LESS.
- NEWS/EDUCATIONAL. CHARGE FOR REPRODUCTION ONLY. PROVIDE THE FIRST 100 PAGES FREE OF CHARGE. WAIVE FEES IF CHARGEABLE COSTS TOTAL \$15 OR LESS.
- OTHER. CHARGE FOR SEARCH AND REPRODUCTION ONLY. PROVIDE THE FIRST 2 HOURS AND THE FIRST 100 PAGES FREE OF CHARGE. WAIVE FEES IF CHARGEABLE COSTS TOTAL \$15 OR LESS.
- WAIVE ALL FEES BUT RECORD COSTS ON DD FORM 2086, ATTACHED.
- SEE REMARKS.

REQUESTER HAS AGREED TO PAY:

- ALL CHARGEABLE FEES
 UP TO \$ _____
 NO AGREEMENT MADE. NOTIFY FOIA OFFICE IF CHARGEABLE FEES EXCEED \$15 OR THE AGREED UPON AMOUNT

REMARKS

SECTION II

TO: <i>(FOIA Manager)</i>	FROM: <i>(Name)</i>	OFFICE SYMBOL	TELEPHONE NUMBER	DATE
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- FINAL RESPONSE MAILED TO REQUESTER. COPY OF RESPONSE AND DD FORM 2086 ATTACHED.
- REQUEST RETURNED UNCOMPLETED FOR FOLLOWING REASON. COSTS ARE SHOWN ON DD FORM 2086.
 - NO RECORDS COULD BE LOCATED.
 - RECORDS HAVE BEEN DESTROYED.
 - CHARGEABLE COSTS WILL EXCEED AGREED UPON AMOUNT. ESTIMATE SHOWN ON DD FORM 2086.
- SEE REMARKS.

REMARKS

FREEDOM OF INFORMATION ACT REQUEST - RUSH

INSTRUCTIONS FOR COMPLETING DLA FORM 1471
FREEDOM OF INFORMATION ACT REQUEST
(See 32 CFR 1285, DLA Freedom of Information Act Program)

1. Do not create a record to satisfy a request. If the record does not exist, so state in "REMARKS" block of Section II and return to FOIA Manager.
2. Review documents to determine if portions are exempt from disclosure under any of the nine (9) exemptions in DLAR 5400.14. Coordinate any denial action with Counsel.
3. For partial denials, prepare a "sanitized" record for the requester as follows: thoroughly remove the portions to be denied. Reproduce a copy for the requester from the sanitized record. Make sure the deleted portions cannot be read. Where electronic copies are provided, ensure that the recipient cannot reconstruct any deleted data using the "undo" feature of the software package.
4. Remove all security classification marks (*both overall and paragraph*), handling instructions, "FOR OFFICIAL USE ONLY" warnings, and similar marks before releasing the record to the public. The deletion of this information does not constitute a denial for FOIA purposes.
5. Prepare a final response letter to requester. Full and partial denials and "no record" findings may only be signed by individuals designated by the DLA Director as Initial Denial Authorities. In your response, bill requester according to the billing information in Section I. Use the following wording for fee collection:

"FOIA processing fees in the amount of \$ _____ have been assessed for this request. This covers _____ hours (*professional/clerical*) search at \$ _____ per hour; _____ hours (*professional/clerical*) review at \$ _____ per hour; and the reproduction of _____ pages at \$.15 per page. This fee is currently due and payable. Please make check or money order payable to Department of Treasury and forward it to (*insert local FOIA Manager's complete mailing address*). At HQ DLA, use DL-F, 8725 John H. Kingman Road, Suite 2533, Fort Belvoir, VA 22030-6221. Include our case number XXX-XX-XXX on the face of your check. If not received within 30 days of this billing, interest will accrue at the rates set by the Secretary of the Treasury as provided for under the Debt Collection Act of 1982 (*Public Law 97-365*)."

6. If chargeable fees exceed the agreed upon amount shown in Section I, notify the FOIA Manager at least three (3) business days prior to the due date.
7. Mail your response by the suspense. If this date cannot be met, notify the FOIA Manager three (3) business days prior to that date.
8. Forward a copy of your final response to the FOIA Manager along with this cover sheet. Attach DD Form 2086.
9. Your FOIA case files must be maintained for the number of years specified in DLA I 5015.1, DLA Records Management Procedures and Records Schedules. Cut off your files at the end of the fiscal year. Keep releases for two (2) full years; keep denials and partial denials for 6 full years. If requester files an appeal or a lawsuit, you must be able to show exactly what portions were denied and which exemption applied. Keep thorough records.