NATIONAL ARCHIVES

(b) (6)

Fwd: FOIA Search Request NGC25-138

Onaona Guay <onaona.guay@nara.gov> Fri, Jan 10, 2025 at 10:27 AM
To:
Cc: (b) (6)

(b) (6), (b) (5)

---------- Forwarded message ---------
From: (b) (6)
Date: Mon, Jan 6, 2025 at 2:24 PM
Subject: Fwd: FOIA Search Request NGC25-138
To: Timothy Enas <timothy.enas@nara.gov>, Onaona Guay <onaona.guay@nara.gov>

Tim and Onaona,

(b) (6), (b) (5)

---------- Forwarded message ---------
From: **Operational FOIA and Access Division** <foia@nara.gov>
Date: Mon, Dec 23, 2024 at 1:49 PM
Subject: FOIA Search Request NGC25-138
To: R Operational FOIAs <R.OperationalFOIAs@nara.gov>
Cc: NARA General Counsel FOIA Office <foia@nara.gov>

Dear Colleagues,

We have received a new FOIA request, assigned tracking number (**NGC25-138**), dated December 23, 2024, and received by our office (NGC) on the same date. If you are receiving this email, we have identified you as a NARA staff member who may have potentially responsive agency ***operational*** records.

We need your assistance in conducting a search for those records. This is a request under the Freedom of Information Act for the following responsive records:

5. Processing Records and 6. Cross-Referenced Searches

Metadata, logs, and records detailing how this FOIA request has been processed, including internal communications, software platforms used, and timestamps for all actions.

The request is also attached for your review.

We assigned this request the internal tracking number **NGC25-138**. Our deadline to respond to the FOIA requester is **January 23, 2025**. Please provide any responsive records that you may have by **January 3, 2025**. If you need more time, please let our office know via email at foia@nara.gov and let us know how much time you may need. NGC will review the records to determine what may be releasable.

For purposes of this request, you are required to conduct a search of your paper records and your electronic files stored in Google drive, other drives, or anywhere else available to you for any documents that may be responsive.

Please provide a short description of how you conducted your search, including where you searched and all search terms used. If you do not have responsive records, please let us know that as well.

Please keep track of any searches which require more than 15 minutes. The total number of minutes (in excess of 15 minutes) spent on searches should be provided to NGC along with the responsive documents. (This information may be used by NGC to determine the amount of search fees that we may charge for operational records).

We need any records as separate PDF or Excel documents. If you have less than 10 documents, you may attach them to an email to *foia@nara.gov* , and put the case number **(NGC25-138)** in the subject line of the email. If there are more than 10 documents, please put them in a Google Drive folder, share the folder with *foia@nara.gov*, and put the case number **(NGC25-138)** in the subject line of the email. If there are attachments to email chains, please provide the attachments as well.

If you have any questions, please don't hesitate to contact me or any member of the FOIA Team (b) (6)
(b) (6)

Thank you very much for your help.

Sincerely,

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(b) (6)

(b) (6)

This email and any files transmitted with it may contain confidential information and is intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately by email and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action on the contents of this information is strictly prohibited.

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Archives II Reference, Research Rooms & Augmented Processing (RR2R)
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National Archives at College Park, MD
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(b) (6)

2024-12-23 Initial Request.pdf
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