

Bureau of Land Management  
Arizona State Office  
**FOIA TASK WORKSHEETS**

FOIA Number: \_\_\_\_\_ Requester's Name: \_\_\_\_\_

Assigned to Office(s): \_\_\_\_\_

(NOTE: Steps 1 and 2 are already completed – See FOIA Processing Checklist for details.)

**Step 3 – Scoping the Request (Subject Matter Expert and FOIA Coordinator):**

Provide the following by \_\_\_\_\_ (5 days from assignment date)

- \_\_\_ 1. Is the subject of the request sensitive/controversial/in litigation? If yes, please describe nature of sensitivity:
  
- \_\_\_ 2. Approximately how much time will be needed to fill this request?
  
- \_\_\_ 3. Are requested records adequately described? If not, please explain what is needed to clarify:
  
- \_\_\_ 4. Is additional information needed to define the scope of the request? If yes, please explain:
  
- \_\_\_ 5. If applicable, is adequate information provided to determine a fee waiver? If not, please explain weakness of justification:
  
- \_\_\_ 6. Identify other BLM offices or other agencies that may have responsive records.

**If no additional information is required** for Items 3, 4, and 5 (above) complete **Step 4** (below).

**By the due date above, provide a copy of this page (and Appendix 1, if applicable) to the State FOIA Officer via fax to 602-417-9376, or a scanned copy e-mailed to [AZ\\_FOIA@blm.gov](mailto:AZ_FOIA@blm.gov).**

**Do not proceed beyond Step 4 until all clarification and fee issues are resolved, and when notified by State FOIA Officer to proceed.**

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**Step 4 – Estimating Fees (Subject Matter Expert with FOIA Coordinator):**

- \_\_\_ 1. After obtaining clarification, or if no clarification is required, complete an “Estimated FOIA Fees Table” (Appendix 1) – do a separate estimate for each item, if multiple items requested.
- \_\_\_ 2. **DO NOT** include estimate for time to make copies; **DO** include estimate for search time to locate records.

**NOTE: Do not proceed further until notified to do so by the State FOIA Officer.**

**Step 5 – Search for Responsive Records (Subject Matter Expert):**

- \_\_\_ 1. Search all sources within your office for records.
- \_\_\_ 2. Keep track of search time on “Actual FOIA Fees Incurred Table” (Appendix 2).
- \_\_\_ 3. If **no responsive records** can be found, document the search on a “No Records” Search Documentation (Appendix 3).
  - a. Give Appendix 3 to FOIA Coordinator/State FOIA Officer who will prepare a “no records” response.
- \_\_\_ 4. If responsive records were found:
  - a. Make 1 copy of all responsive records.
  - b. In a separate document (not on this form) prepare a “core paragraph” or an explanation of the responsive records for inclusion in the response letter (if needed).

**Step 6 – Prepare Responsive Records (Subject Matter Expert and FOIA Coordinator):**

- \_\_\_ 1. Sort copies by corresponding item number listed in the associated FOIA request.
- \_\_\_ 2. Identify each item-group with a blank piece of paper, labeled as follows:
  - a. FOIA Number \_\_\_\_\_.
  - b. Request Item Number \_\_\_\_\_.
  - c. Name of office providing the copies \_\_\_\_\_.
- \_\_\_ 3. Review and flag all copies for possible denials/withholdings/redactions, as follows:
  - a. Flag recommended redactions with a large Post-it Note; clearly indicate what portions of the text/page you believe should be withheld.
  - b. On Post-it Note, state reason(s) for the recommended protection (i.e., FOIA Exemptions, other Statute protections, or possible harm to BLM or customer’s interests).

**NOTE: Provide recommendations only; DO NOT make any redactions on any copies.**

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- \_\_\_ 4. Complete an “Actual FOIA Fees Incurred Table” (Appendix 2) for the time spent reviewing the documents. **NOTE: Do Not include the time spent making the copies.**
- \_\_\_ 5. If request was determined to be sensitive in Step 3, Item 1 (above):
- a. Subject Matter Expert must sign a “FOIA Review/Concurrence” Form AZ-1278-12 and provide the flagged copies to the responsible District Manager/Deputy State Director.
  - b. Responsible District Manager/Deputy State Director must review and concur with recommendations (or add their own recommendations to the copies) and sign the “FOIA Review/Concurrence” Form AZ-1278-12.
  - c. Include Manager’s review time on the “Actual FOIA Fees Incurred Table” (Appendix 2).
- \_\_\_ 6. Provide entire package (all responsive copies, “FOIA Task Worksheets” and Appendices, and any information/core paragraph for inclusion in the letter) to the FOIA Coordinator/State FOIA Officer.

**Step 7 – Complete the Process (FOIA Coordinator/State FOIA Officer):**

- \_\_\_ 1. For **total release** response issued by a District Office:
- a. FOIA Coordinator prepares a draft response letter and e-mails it to the State FOIA Officer for review.
  - b. After review, FOIA Coordinator finalizes letter and routes it, along with the copies to be released, (1) to the Field Manager for review and surname on file copy, and (2) to the District Manager for signature.
  - c. Prior to mailing, make a copy of the dated/signed letter for the official file.
- NOTE: The official file **does not** need a copy of the released records; however, the file copy of the letter must note where the original copies are stored (in case the response has to be duplicated or reconstructed).
- d. Send completed (original) “FOIA Task Worksheets” and Appendices, along with the surnamed file copy and copy of the signed letter to the State FOIA Office for inclusion in the official file.
- \_\_\_ 2. For all denial (redacted, withheld, or denied) responses – provide the entire package to the State FOIA Officer (AZ-954.56); package must include:
- a. Organized and labeled responsive copies with flagged recommendations;
  - b. Completed “FOIA Task Worksheets” Form AZ-1278-11 with Appendices;
  - c. Core paragraph or other information for inclusion in the response letter; and
  - d. If applicable, completed “FOIA Review/Concurrence” Form AZ-1278-12.

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**Step 8 – Final Steps (State FOIA Officer):**

- \_\_\_ 1. Review responsive records; scan records and make redactions where applicable.
- \_\_\_ 2. Prepare a draft response letter and review package for consultation with the Solicitor's Office.
- \_\_\_ 3. Obtain responsible Manager's concurrence (when required).
- \_\_\_ 4. Finalize letter and records for mailing, route for surnaming, and mail response.
- \_\_\_ 5. For informational purposes, provide a scanned copy of the finished response via e-mail to any FOIA Coordinator that worked on the case. (Note: The Field FOIA Coordinator will provide this information to the Field/District Managers, if they want it.)
- \_\_\_ 6. Input all required data in the Department's Electronic FOIA Tracking System (EFTS).

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**ESTIMATED FOIA FEES TABLE**

| FOIA Number: _____<br>Request Item Number: _____  | Estimated Search Time (in ¼ hour increments) | Estimated Review Time (in ¼ hour increments) |
|---|--|--|
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |

**NOTE: DO NOT CONDUCT ACTUAL SEARCH OR MAKE ANY COPIES UNTIL DIRECTED BY STATE FOIA OFFICER.**

**ESTIMATED NUMBER, TYPE, AND COST OF COPIES:**

|  |                  |                 |          |
|--|------------------|-----------------|----------|
| Standard pages (8½ x 11 up to 11 x 17) | # of pages _____ | x \$0.13/page = | \$ _____ |
| Double sided pages                     | # of pages _____ | x \$0.26/page = | \$ _____ |
| Color copies (8½ x 11)                 | # of pages _____ | x \$0.90/page = | \$ _____ |
| Color copies (no larger than 11 x 17)  | # of pages _____ | x \$1.50/page = | \$ _____ |
| Other (describe)                       | _____            | x \$ _____ =    | \$ _____ |

Note: See Instruction Memorandum #AZ-2008-001 for other costs.

Search = Time spent physically locating responsive records; **does not** include time to make copies.

Review = Time spent reviewing documents for recommended redactions/withholdings.

**NOTE: If multiple items requested, complete a separate table for each item.**

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**ACTUAL FOIA FEES INCURRED TABLE**

| FOIA Number: _____<br>Request Item Number: _____  | Estimated Search Time (in ¼ hour increments) | Estimated Review Time (in ¼ hour increments) |
|---|--|--|
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |

**ACTUAL NUMBER, TYPE, AND COST OF COPIES:**

|  |                  |                 |          |
|--|------------------|-----------------|----------|
| Standard pages (8½ x 11 up to 11 x 17) | # of pages _____ | x \$0.13/page = | \$ _____ |
| Double sided pages                     | # of pages _____ | x \$0.26/page = | \$ _____ |
| Color copies (8½ x 11)                 | # of pages _____ | x \$0.90/page = | \$ _____ |
| Color copies (no larger than 11 x 17)  | # of pages _____ | x \$1.50/page = | \$ _____ |
| Other (describe)                       | _____            | x \$ _____ =    | \$ _____ |

Note: See Instruction Memorandum #AZ-2008-001 for other costs.

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**“NO RECORDS” SEARCH DOCUMENTATION**

| FOIA Number: _____<br>Request Item Number: _____  | Estimated Search<br>Time (in ¼ hour<br>increments) | Estimated Review<br>Time (in ¼ hour<br>increments) |
|---|--|--|
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |
| <input type="checkbox"/> Searcher <input type="checkbox"/> Reviewer<br>Name: _____<br>Grade: _____ Office: _____<br>Phone Number: _____ |  |  |

Explain why you believe responsive records do not exist:

**NOTE: If multiple items requested, complete a separate form for each item.**

Person Completing this Form: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_