



Bureau of Land Management Wyoming

Freedom of Information Act

Roles and Responsibilities

(Note: This is not an all-inclusive list)

1. **All Bureau of Land Management (BLM) Wyoming (WY) Employees**
 - a. Are required to be knowledgeable of the Freedom of Information Act (FOIA), and complete FOIA training
(e.g. DOI Learn, Freedom of Information Act (FOIA) for Federal Employees (DOJ))
 - b. Respond promptly and accurately to FOIA-related requests *(e.g. requests to search for and provide responsive records)*; and
 - c. Comply with the requirements of the FOIA and the Federal Records Act, 44 U.S.C. Chapter 31 *(i.e. records management and disposition procedures)*

2. **State FOIA Specialist (SFS and/or Acting)**
 - a. Ensures all FOIA laws, regulations and guidelines are applied
 - b. Serves as central point of contact for the BLM WY FOIA program
 - c. Assigns each FOIA request a tracking number using the Department of the Interior Electronic FOIA tracking System (EFTS)
 - d. Creates official electronic administrative case file for each opened/assigned FOIA request
 - e. Sends FOIA requests via email to applicable action office(s), Leaders, and State Office Deputy State Director (DSD) and/or staff
 - f. Confers and negotiates with requester as necessary and when appropriate
 - g. Reviews “initial” FOIA Response Worksheet Form to determine processing track placement and processing fees when applicable
 - h. Consults with FC and DSDs to determine installment schedules and targeted completion dates for Complex and Exceptional/Voluminous track requests
 - i. Notifies FC and DSDs to begin “actual” search and response of agency records/documents
 - j. Drafts and coordinates informal and formal correspondence
 - k. Coordinates consultations with other Federal agencies and outside entities when necessary
 - l. Confers with the FOIA Attorney in the Regional Office of the Solicitor (SOL) on all FOIAs that require legal advisement
 - m. Coordinates with the FOIA Attorney in the SOL on all denials and GLOMAR (neither confirm nor deny) responses, except a “no records” response.
 - n. Reviews all responsive material to include Subject Matter Experts (SME) FOIA Exemption recommendations (when available) for release or withholding of responsive records. Submit redacted/withheld material to the SOL for review and advisement of discretionary releases.
 - o. Calculate fees and ensure a Bill of Collection (invoice) is included with the final response to requester
 - p. Maintains official FOIA administrative case files electronically
 - q. Provides BLM WY Leadership a regular/periodic status report of open FOIA requests

3. Field and District Office FOIA Coordinators (FC)

- a. Upon assignment, will complete FOIA-related training within first 60-days
 - i. DOI Learn, FOIA for FOIA Professionals (DOJ)
- b. Are the point of contact for Field and District Offices for FOIA request actions and questions
- c. Upon receipt of a FOIA request from the SFS or acting, immediately sends action request to applicable SME(s) and/or staff to determine and respond as appropriate to the following:
 - i. Are the requested records maintained at the applicable field/district office?
 - ii. Are the records publicly available?
 - iii. Does the scope of the request requires further clarification or narrowed?
- d. Should coordination be required between Field and District Offices, the FCs will coordinate efforts simultaneously, while identifying one point of contact and notify the SFS promptly
- e. Notifies the SFS within 2-3 business days if the request requires clarification and coordinates information with the SFS and SME so that the SFS can develop the request for clarification letter
- f. Creates a Field or District Office FOIA case file consisting of the FOIA request, related emails and FOIA Response Worksheets (initial & actual). Will maintain sensitive case files in locked or secured medium.

Note: Field FOIA case files are considered reference only and can be disposed of as appropriate, when no longer needed, or when the case has been closed and/or completed.

- g. Coordinates the “initial” search with the SME, completes the FOIA Response Worksheet, and submits via uploading to the network FOIA drive within three (3) business days of receipt.
- h. If no clarification or other issues need to be resolved, the FC will provide SME(s) guidance, helpful tips, answer questions, and coordinate search efforts for responsive records/documents within the applicable office(s)
- i. Prepare one (1) FOIA Response Worksheet for offices with multiple responses with “actual” names/paygrades/time and page counts and submit via the network FOIA drive with responsive records by the due date assigned
- j. Reviews responsive records for duplication, accuracy, accountability and quality. Prepares and uploads responsive records to network FOIA drive for transmission to the SFS in response to the FOIA by the due date assigned

Note: For collective responses, Coordinators and SMEs should discuss and organize to eliminate duplicate copies sent to the SFS.

- k. Notifies the SFS by email to BLM_WY_FOIA@blm.gov when record sets are complete and ready for review

4. Subject Matter Expert (SME)

- a. Upon receipt of FOIA request action, immediately determines the following and informs the FC:
 - i. Are the requested records maintained at the applicable field/district office?
 - ii. Are the records publicly available?
 - iii. Does the scope of the request requires further clarification or narrowed?
- b. Completes “initial” FOIA Response Worksheet and provides to FC and/or SFS within 2-3 business days of receipt
- c. Once informed to proceed with search guideline; conducts reasonable search in all areas that would contain agency records

- d. Provides FC and/or SFS with one clean copy and one redacted copy of responsive records to the scope of the FOIA request with proposed/recommended SME FOIA Exemptions for consideration by due date assigned

Note: SME should remove any/all duplicate records/documents before submitting to the FC/SFS. For collective responses, Coordinators and SMEs should discuss and organize to eliminate duplicate copies sent to the SFS.

- e. Completes “actual” FOIA Response Worksheet and provides to FC with responsive records
- f. If SME does not locate records in response to the FOIA request, signs and dates “no records” certification form on FOIA Response Worksheet