

**Roles and Responsibilities
Freedom of Information Act (FOIA)**

1. The **State FOIA Coordinator or State FOIA Specialist (SFC)** (and/or staff):
 - a. Ensures all FOIA laws, regulations, and guidelines are followed.
 - b. Serves as the point-of-contact for the Idaho FOIA program.
 - c. Assigns each request a case number using the State FOIA Log. Enters request into the Department of the Interior's Electronic FOIA Tracking System (EFTS).
 - d. E-mails scanned FOIA request (with assigned number) to applicable Field FOIA Coordinators (FFC), applicable State Office Subject Matter Experts (SME), and FOIA Attorney.
 - e. Confers and negotiates with requester as necessary.
 - f. Reviews "initial" Freedom of Information Act (FOIA) Response Worksheet Form ID 1278-2 (ID 1278-2) to determine fees and processing track placement.
 - g. Consults with FFC(s) and SME(s), as appropriate, to determine installment schedules and targeted completion dates for complex and exceptional/voluminous track requests.
 - h. Formally notifies (via e-mail) FFC(s) to begin "actual" search/pulling of documents.
 - i. Prepares/signs acknowledgement letters, as well as various interim correspondences to the requester. Prepares denial letters of expedited processing or fee waivers and all final responses for the State Director's signature.
 - j. Reviews all responsive records to include SME(s) recommendations (if available) for release or withholding of responsive records. Submits redacted documents to FOIA Attorney for review and approval of discretionary releases.
 - k. Calculates fees. Ensures a Bill of Collection, if applicable, is included in the final response.
 - l. Confers with the FOIA Attorney in the Field Solicitor's Office, on all FOIAs for legal advice and procedural issues.
 - m. Coordinates with the FOIA Attorney on all denials, except "No Records." (A "no records" response is considered a denial; however, no coordination with the FOIA Attorney is required.) If responsive FOIA records are related to an open lawsuit, coordinates responses with the FOIA Attorney, as well as with the State Office Litigation Coordinator.

- n. Maintains official FOIA case files to include all letters to/from requester, e-mail, EFTS screen shots, actual ID 1278-2, computation sheets, progress sheets, and the compact discs (CDs) containing all responsive documents (clean, with proposed redactions, and applied redactions).
- o. Provides the Idaho Leadership Team and Idaho FFCs a weekly status report on Idaho's open FOIA requests.

2. The **Field FOIA Coordinators**:

- a. Upon receipt of a FOIA request sent directly from the requester to the field office, date stamps and scans/e-mails (or faxes) a copy of the request to the SFC (and staff) same day if possible, but no later than the following business day and sends the original letter with envelope to SFC.
- b. Upon receipt of a FOIA request from the SFC, immediately provides a copy of the FOIA request to the District or Field Manager (if required locally) and to the applicable SME(s) so as to determine:
 - 1) If the requested records are maintained at this district/field office or
 - 2) If the scope of the request needs further clarification or to be narrowed.
- c. Notifies the SFC as soon as possible on ID 1278-2 if records are not maintained at his/her office.
- d. Notifies the SFC within 3 workdays if the request needs further clarification. Ensures the SME(s) coordinate with the SFC to assist with the "request for clarification" letter preparation.
- e. Creates a field FOIA case file consisting of a copy of the request, any related e-mail(s), FOIA worksheets (ID 1278-2), both "initial" and "actual." Maintains case files in a locked cabinet. Field Case File is reference only and can be disposed of when no longer needed. Enters information into a local office FOIA log if applicable (optional).
- f. If no clarification is required and the responsive records are maintained at FFC's office (and **without** further direction or notification), coordinates the "initial" search with the SME(s) and completes ID 1278-2. Submits ID 1278-2 to the SFC (e-mail or fax) **within 3 workdays** of receipt of the FOIA request. The ID 1278-2 is available on the Idaho Bureau of Land Management Intranet homepage, under Idaho forms.
- g. Waits for formal notification (via e-mail) from the SFC to begin the actual collection and copying/scanning of responsive records. If notification from the SFC seems delayed with no apparent clarification or fee issue, contact the SFC or staff, as it may just be an administrative oversight.

- h. Once written notification is received from the SFC to initiate the collection of documents, the FFC notifies the SME(s). The FFC provides the SME(s) guidance and a copy of “Search Tips” and “What is a responsive record?” as necessary. The Search Tips instruct the SME(s) and other individuals assisting in the response to:
 - 1) Copy only those records responsive within the date range requested.
 - 2) Track actual search time (not copy time) and the page count.
 - 3) Notate when “no records” are found and what files were searched.
 - 4) Identify what information they recommend be withheld and why.
- i. Prepares ID 1278-2 (only one per office/site) with “actual” name/grade/time and page count and submits to SFC with responsive documents on (or before) the due date.