

FOIA No. _____

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
IDAHO STATE OFFICE

Date: _____

FREEDOM OF INFORMATION ACT (FOIA) RESPONSE WORKSHEET

Check appropriate box:

Initial Search Estimate

Actual

- Initial Estimate: The estimated search time and approximate number of documents.
- Actual: The actual time spent searching and collecting documents.
- Enter time in quarter hours (15, 30, 45 minutes) or by hour (1 hour).
- Submit the completed worksheet to the Idaho State FOIA Office.
- Complete Form 1278-3 (No records certification) if you have no records for all or a portion of the request.

SEARCH

From:

Lead Subject Matter Expert:

Field Coordinator Name

Office

Name

Name	GS Grade	Time	No. of hard copy pages	No. of electronic files

RECORDS

Total number of hard copy pages*: _____

Total number of electronic files: _____ = Total size in (MB) or (GB)**: _____

*Please indicate N/A if records are already scanned/electronic.

**Please provide the total number of electronic files and the size of the files in megabytes (MB) or gigabytes (GB).