

REQUEST FOR DOCUMENT SEARCH

Date Sent: 4/28/11

TO: WR & ER, Dr. Egrie

REQUESTER: Torrance

FOIA REQUEST #: 11-455

DUE DATE: May 5, 2011

Attached is a FOIA request for documents maintained by your office. Please conduct a thorough search for all responsive records, you must search in every place where a reasonably knowledgeable professional could expect to find responsive records. The search obligation goes far beyond the file cabinet, or file folders. It includes searches of electronic media, such as computer hard drives, email, electronic calendars, archives, servers, CDs, thumb drives, etc., including files that may be kept in locations other than your office. **DO NOT CREATE RECORDS OR DENY INFORMATION TO FOIA STAFF.**

Please complete this page and return it with one single-sided copy of the responsive records by:

MAIL to USDA, APHIS, 4700 Riverdale Road, Room 4B02.9, Unit 33, Riverdale, MD 20737

or

E-MAIL in PDF form to Mildred.Bundy@aphis.usda.gov. Address records to the attention of Mildred Bundy @ 301-734-3294.

or

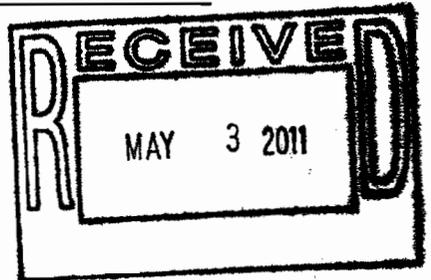
HAND DELIVER

or

DO NOT STAPLE DOCUMENTS.

IF YOU ARE RETURNING A "NO RECORDS RESPONSE" PROVIDE WRITTEN DOCUMENTATION ON THE SEARCH SHEET BELOW EXPLAINING YOUR SEARCH. STATE THAT YOU HAVE EXHAUSTED ALL REASONABLE SOURCES IN YOUR EFFORTS TO LOCATED ALL RESPONSIVE DOCUMENTS.

SEARCH START DATE: 4/28/11
Search time* (clerical): 1.10
Search time* (professional): _____
*Does not include photocopying time
Review time (professional): 1.10



Search conducted by:

XX SEE SPECIAL NOTES XX
2ND PAGE

REQUEST FOR DOCUMENT SEARCH

Name	Title	Office and Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Missing Document Explanation/Special Notes:

APHIS does not have the ability to track horses by tag number. We would need the name of the owner/shipper and the date of the shipment to try to track down that very specific information on a single horse.

FOI Liaison's Initials & Date: _____

*****PLEASE NOTE:** Agency records retention periods are affected by this FOIA/PA request. **DO NOT DESTROY ORIGINALS** for a minimum of 3 years. Please see APHIS Records Management Handbook: Inf 8 - Privacy Act Requests and Inf 9 - FOIA Requests.