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The Sacramento Bee
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Tonya Woods, Director
Freedom of Information And Privacy Act Staff
Legislative and Public Affairs Office
USDA Animal and Plant Health Inspection Service
4700 River Road, Unit 50
Riverdale, MD 20737

FOIA REQUEST/ QUARTERLY NARRATIVES, CA, NV, ID, OR

June 23, 2011

Dear Ms. Woods:

Pursuant to the **U.S. Freedom of Information Act**, I hereby request copies of certain documents maintained by USDA Wildlife Services.

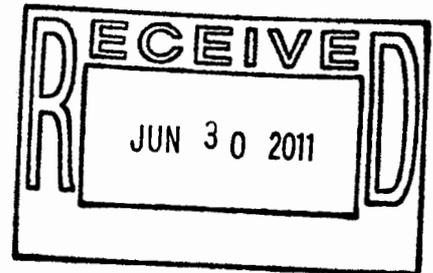
In particular, I'm writing to request copies of all Quarterly Narratives submitted by Wildlife Services State Directors in California, Nevada, Idaho and Oregon to their Regional Office pursuant to WS Directive 4.205, for the time period Oct. 1, 2009 to present. For your convenience, I have enclosed a copy of WS Directive 4.205, which describes the records sought by this request.

Because the information sought by this request is in the public interest, I ask that you waive all fees in providing this information. If, however, you decline, I am prepared to pay costs but ask that you inform me if you expect such costs to exceed \$500.

If you have any questions, you can reach me at

Sincerely,

Tom Knudson
Staff Writer, The Sacramento Bee
2100 Q St.
Sacramento, Ca. 95852



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United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.205 10/29/2008

REPORTING

1. PURPOSE

To ensure adequate documentation of Wildlife Services (WS) program activities.

2. REPLACEMENT HIGHLIGHTS

This directive revises WS Directive 4.205 dated 1/8/04.

3. POLICY

WS personnel are responsible for documenting all work activities conducted within their assigned areas in accordance with these policy guidelines.

a. Quarterly Narratives. At the discretion of the appropriate Regional Director, State Directors will provide to their Regional Office a quarterly narrative reporting the preceding quarter's notable WS activities within their area of responsibility. The narrative report will conform to WS Reporting Format guidelines established in memos from the Eastern and Western Regional WS Offices (ERO 1997, WRO 1997). Narrative reports are due by close of business on the normal workday closest to the 15th of each month following the end of the quarter.

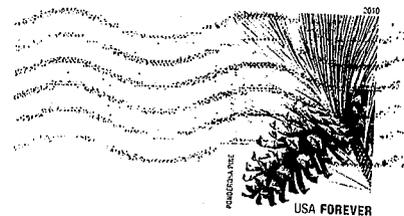
b. Weekly Activity Reports. State Directors are directed to provide the Deputy Administrator with timely narratives about any activity having national significance or interest which has occurred in their area of responsibility. Narratives should contain information less than 7 days old and should be constructed to discuss, at a minimum, when, what, where, and why, as well as any wildlife damage or agency impacting implications posed by the event. State Directors submitting narratives should submit these reports to the Operational Support Staff (OSS) and provide a copy to their respective Regional Office. The Director of the National Wildlife Research Center (NWRC) shall provide OSS a similar weekly report highlighting research related activities of national significance or interest. "Activities of national significance or interest" may be defined as any meeting, event, incident, or wildlife damage management activity which would be of interest to sub-cabinet level USDA appointees, could potentially impact the USDA or WS program nationally, involve "hot issues" such as endangered or invasive species, or nationally impacting wildlife disease outbreaks or projects.

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