

Subject: RE: FOIA releases

My thoughts are that the only way to do this would be [REDACTED] b5 [REDACTED]  
[REDACTED] We can't possibly determine in advance when something will be released,  
particularly for the components.

Vania

---

From: Callahan, Mary Ellen  
Sent: Thursday, September 24, 2009 7:29 PM  
To: Lockett, Vania; Holzerland, William; Papoi, Catherine  
Subject: Fw: FOIA releases

Fyi - can we discuss? Not sure how to manage. Mec

Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security

(b) (6)

---

From: Callahan, Mary Ellen  
To: Grossman, Jordan; Callahan, Mary Ellen  
Sent: Thu Sep 24 19:28:19 2009  
Subject: Re: FOIA releases

Thanks for flagging this, Jordan. I know we did talk abt that; it may not be possible to anticipate a week out (particularly at the component level) but let me talk to my people and get back to you.

Thanks. Mec

Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security

(b) (6)

---

From: Grossman, Jordan  
To: Callahan, Mary Ellen  
Sent: Thu Sep 24 17:04:53 2009  
Subject: FOIA releases

Hi Mary Ellen,

I wanted to follow-up with you about reporting FOIA releases. I thought we had discussed submitting them for the weekly report prior to them getting released, but it seems like we've been receiving them the week after they're released. For example, here are the one's we received this week:

#### *FOIA – Releases*

- On **September 11<sup>th</sup>**, Immigration and Customs Enforcement released to the **ACLU** 374 pages of Intergovernmental Service Agreements and contracts for detention facilities in Southern California.
- On **September 15<sup>th</sup>**, Immigration and Customs Enforcement released to the *Houston Chronicle* in Houston, TX, 848 pages of intergovernmental service agreements that ICE has with county jails used as detention facilities in the State of Texas.
- On **September 15<sup>th</sup>**, Immigration and Customs Enforcement (ICE) released to *9 News*

*KUSA-TV* in Denver, CO, 169 pages of records related to the travel of ICE staff to and from Denver.

- On **September 16<sup>th</sup>**, the DHS Management Directorate released to *The Post and Courier* 9-pages of records regarding South Carolina Governor Mark Sanford's security clearance status.
- On **September 16<sup>th</sup>**, the Office of Inspector General released to Ian Urbina, of *The New Times* and Joe Cyr, of **Lovells, LLP**, 26 pages of documents pertaining to agreements between the U.S. and the U.K. or any other nations for the extraordinary rendition of persons suspected of terrorism-related activities since 9/11.
- On **September 16<sup>th</sup>**, The Privacy Office released to **B.C. Freedom of Information and Privacy Association** in Vancouver, British Columbia, 12 pages of records related to the Western Hemisphere Travel Initiative. Specifically, records related to Radio Frequency Identification (RFID) technology equipped documents such as enhanced drivers license and identification cards.

Any further information on this would be much appreciated. Thanks!

Jordan

From: [Callahan, Mary Ellen](#)  
To: [Lockett, Vania](#); [Papoi, Catherine](#)  
Subject: Fw: FOIA's  
Date: Friday, September 25, 2009 8:26:07 AM

---

Please get the requested documents below. **b5** Thanks.  
(And yes I realize it will take a lot of time, but I don't see an alternative this week).

Thanks.  
Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security  
**(b) (6)**

---

From: Callahan, Mary Ellen  
To: Shlossman, Amy  
Cc: Kroloff, Noah; Callahan, Mary Ellen  
Sent: Fri Sep 25 08:24:58 2009  
Subject: Re: FOIA's

Amy - happy to try to help, but it is a pretty big lift, and we would have to get all the requests from all the components. Noah had mentioned he wanted to talk to me abt foia, and I had a previously scheduled mtg on monday, so I just figured I would talk thru exactly what you were looking for. Not trying to be a problem, just wanted to see if there was another way to solve the problem (I had talked to leezie about sending up the whole list of inbound foias that we at hq gets).

We are working on getting the discrete requests below, it was just the going forward that I wanted to see if we could answer differently. Happy to discuss.

Thanks,  
Mary Ellen  
Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security  
**(b) (6)**

---

From: Shlossman, Amy  
To: Callahan, Mary Ellen  
Cc: Kroloff, Noah  
Sent: Fri Sep 25 08:16:52 2009  
Subject: FW: FOIA's

Mary Ellen,

Not sure what the confusion is, but please know this request is coming directly from the front office and Noah has been fully briefed. Can you please have your staff forward the actual FOIA requests that are included in our weekly reports each week so we can refer to them as needed.

Thank you.

Amy

---

From: Fox, Julia  
Sent: Friday, September 25, 2009 8:14 AM  
To: Shlossman, Amy  
Subject: Fw: FOIA's

---

From: Lockett, Vania  
To: Fox, Julia  
Sent: Fri Sep 25 08:12:50 2009  
Subject: RE: FOIA's

Julie,

Mary Ellen Callahan will meet with Noah Kroloff on Monday to discuss this.

Thanks.

Vania

---

From: Fox, Julia  
Sent: Thursday, September 24, 2009 5:05 PM  
To: Lockett, Vania  
Subject: FOIA's

Hi Vania,

Would it be possible for you to forward the original requests for all of the FOIA items below? Also, I think we're going to want to start receiving the original requests every week, so moving forward, if it's easier for you, it might make sense to send them along with the original report on Monday. Feel free to give me a call if you have any questions.

Thank you,  
Julia

#### *FOIA Requests*

- On **September 11<sup>th</sup>**, **Isobel English** of the *Boston Globe*, in Boston, MA, requested from U.S. Citizenship and Immigration Services, the alien file of Barack Obama, Senior.
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- On **September 11<sup>th</sup>**, **Yvette M. Chin** of the *National Security Archive*, in Washington, D.C., requested from DHS all records concerning the implementation of President Barack Obama's January 21, 2009, memorandum on FOIA and/or Attorney General Eric Holder's March 19, 2009 memorandum on FOIA.
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and the office of former Senator Barack Obama from January 1, 2008, to the present.

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Papoi, Catherine

From: Papoi, Catherine  
Sent: Friday, September 25, 2009 8:30 AM  
To: Callahan, Mary Ellen  
Cc: [catherine.papoi@dhs.gov](mailto:catherine.papoi@dhs.gov)  
Subject: Re: FOIA releases

According to Vania see recalls discussing that we'd provide a list of releases we made during the week... In other words, we are reporting on what was just released, not giving them a heads up before we release it.

If the front office is talking clearance on all requests, b5  
[REDACTED] If they are talking a heads-up on what is  
being released the coming week, b5  
[REDACTED]

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: (b) (6) Fax: 703.235.0443

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From: Callahan, Mary Ellen  
To: Papoi, Catherine  
Sent: Fri Sep 25 08:17:16 2009  
Subject: Re: FOIA releases

Ck w vania and bill - we had a mtg in the summer b5  
[REDACTED]  
Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security  
(b) (6)

From: Papoi, Catherine  
To: Callahan, Mary Ellen  
Cc: [catherine.papoi@dhs.gov](mailto:catherine.papoi@dhs.gov) <[catherine.papoi@dhs.gov](mailto:catherine.papoi@dhs.gov)>  
Sent: Fri Sep 25 08:15:55 2009  
Subject: Re: FOIA releases

I can tell you are frustrated with me, but can we handle this in a different manner?

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: (b) (6) Fax: 703.235.0443

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From: Callahan, Mary Ellen  
To: Papoi, Catherine; Lockett, Vania; Holzerland, William  
Sent: Fri Sep 25 08:10:12 2009  
Subject: Re: FOIA releases

b5 [Redacted]

[Redacted]

Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security  
(b) (6)

---

From: Papoi, Catherine  
To: Callahan, Mary Ellen; Lockett, Vania; Holzerland, William  
Sent: Fri Sep 25 08:08:46 2009  
Subject: Re: FOIA releases

But they are already clearing on anything that has to do with the front office.

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: (b) (6) Fax: 703.235.0443

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---

From: Callahan, Mary Ellen  
To: Lockett, Vania; Holzerland, William; Papoi, Catherine

Sent: Fri Sep 25 08:07:42 2009  
Subject: Re: FOIA releases

b5

Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security

(b) (6)

---

From: Lockett, Vania  
To: Callahan, Mary Ellen; Holzerland, William; Papoi, Catherine  
Sent: Fri Sep 25 08:06:48 2009  
Subject: RE: FOIA releases

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We can't possibly determine in advance when something will be released, particularly for the components.

Vania

---

From: Callahan, Mary Ellen  
Sent: Thursday, September 24, 2009 7:29 PM  
To: Lockett, Vania; Holzerland, William; Papoi, Catherine  
Subject: Fw: FOIA releases

Fyi - can we discuss? Not sure how to manage. Mec  
Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security  
(b) (6)

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From: Callahan, Mary Ellen  
To: Grossman, Jordan; Callahan, Mary Ellen  
Sent: Thu Sep 24 19:28:19 2009  
Subject: Re: FOIA releases

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Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security  
(b) (6)

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From: Grossman, Jordan  
To: Callahan, Mary Ellen  
Sent: Thu Sep 24 17:04:53 2009  
Subject: FOIA releases

Hi Mary Ellen,

I wanted to follow-up with you about reporting FOIA releases. I thought we had discussed submitting them for the weekly report prior to them getting released, but it seems like we've been receiving them the week after they're released. For example, here are the one's we received this week:

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Any further information on this would be much appreciated. Thanks!

Jordan

Papoi, Catherine

---

From: Holzerland, William  
Sent: Friday, September 25, 2009 10:34 AM  
To: Callahan, Mary Ellen; Papoi, Catherine; Lockett, Vania  
Subject: RE: FOIA's

Confirmed this morning, incidentally, that component FOIA offices are being pinged with questions from the front office indirectly via the components' front offices.

---

From: Callahan, Mary Ellen  
Sent: Friday, September 25, 2009 9:51 AM  
To: Papoi, Catherine; Lockett, Vania; Holzerland, William  
Subject: Re: FOIA's

Yes, thank you!  
Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security  
(b) (6)

---

From: Papoi, Catherine  
To: Lockett, Vania; Holzerland, William; Callahan, Mary Ellen  
Sent: Fri Sep 25 09:46:13 2009  
Subject: Re: FOIA's

Thanks for scrambling to make this happen.

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: (b) (6) Fax: 703.235.0443

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From: Lockett, Vania  
To: Holzerland, William; Callahan, Mary Ellen; Papoi, Catherine  
Sent: Fri Sep 25 09:45:50 2009  
Subject: RE: FOIA's

I'm working on it.. waiting for USCIS and CBP. Then I'll have a complete set to send over.

---

From: Holzerland, William

Sent: Friday, September 25, 2009 9:42 AM  
To: Callahan, Mary Ellen; Lockett, Vania; Papoi, Catherine  
Subject: RE: FOIA's

**This is bananas!**

---

From: Callahan, Mary Ellen  
Sent: Friday, September 25, 2009 9:31 AM  
To: Lockett, Vania; Papoi, Catherine; Holzerland, William  
Subject: Fw: FOIA's

Just so you can see the fun I am having...  
Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security

**(b) (6)**

---

From: Kroloff, Noah  
To: Callahan, Mary Ellen; Shlossman, Amy  
Sent: Fri Sep 25 09:06:39 2009  
Subject: RE: FOIA's

Mary Ellen—

We need to get the 8 for this week over to Amy ASAP. Let's talk this through when we meet next week. Amy, you should come to the meeting. Mary Ellen, if you are around today, can you give me a call

---

From: Callahan, Mary Ellen  
Sent: Friday, September 25, 2009 8:25 AM  
To: Shlossman, Amy  
Cc: Kroloff, Noah; Callahan, Mary Ellen  
Subject: Re: FOIA's

Amy - happy to try to help, but it is a pretty big lift, and we would have to get all the requests from all the components. Noah had mentioned he wanted to talk to me abt foia, and I had a previously scheduled mtg on monday, so I just figured I would talk thru exactly what you were looking for. Not trying to be a problem, just wanted to see if there was another way to solve the problem (I had talked to leezie about sending up the whole list of inbound foias that we at hq gets).

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Thanks,  
Mary Ellen  
Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security

**(b) (6)**

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From: Shlossman, Amy  
To: Callahan, Mary Ellen  
Cc: Kroloff, Noah  
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Subject: FW: FOIA's

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Thank you.

Amy

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From: Fox, Julia  
Sent: Friday, September 25, 2009 8:14 AM  
To: Shlossman, Amy  
Subject: Fw: FOIA's

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From: Lockett, Vania  
To: Fox, Julia  
Sent: Fri Sep 25 08:12:50 2009  
Subject: RE: FOIA's

Julie,

Mary Ellen Callahan will meet with Noah Kroloff on Monday to discuss this.

Thanks.

Vania

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From: Fox, Julia  
Sent: Thursday, September 24, 2009 5:05 PM  
To: Lockett, Vania  
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Thank you,  
Julia

#### *FOIA Requests*

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## Papoi, Catherine

---

From: Papoi, Catherine  
Sent: Friday, September 25, 2009 11:29 AM  
To: 'william.holzerland@dhs.gov'; 'catherine.papoi@dhs.gov'; 'Mary.Ellen.Callahan@dhs.gov';  
'Vania.Lockett@dhs.gov'  
Subject: Re: Uscis (a)(2) posting

Mec is meeting with Noah next Monday, so we should know more then.

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: (b) (6) Fax: 703.235.0443

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---

From: Holzerland, William <William.Holzerland@dhs.gov>  
To: Papoi, Catherine <Catherine.Papoi@dhs.gov>; Callahan, Mary Ellen <Mary.Ellen.Callahan@dhs.gov>;  
Lockett, Vania <Vania.Lockett@dhs.gov>  
Sent: Fri Sep 25 11:27:30 2009  
Subject: RE: Uscis (a)(2) posting

Aye-aye. The question is how do we go about getting such a thing cleared? I know there's been some recent confusion over who ought to clear what, so we should make sure we're doing this exactly how the front office wants.

---

From: Papoi, Catherine [mailto:Catherine.Papoi@dhs.gov]  
Sent: Friday, September 25, 2009 9:17 AM  
To: Holzerland, William; Callahan, Mary Ellen; Papoi, Catherine; Lockett, Vania  
Subject: Re: Uscis (a)(2) posting

In my opinion, yes, but please defer to mec.

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: (b) (6) Fax: 703.235.0443

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this message. Thank you.

---

From: Holzerland, William <William.Holzerland@dhs.gov>  
To: Callahan, Mary Ellen <Mary.Ellen.Callahan@dhs.gov>; Papoi, Catherine <Catherine.Papoi@dhs.gov>;  
Lockett, Vania <Vania.Lockett@dhs.gov>  
Sent: Fri Sep 25 09:15:17 2009  
Subject: Uscis (a)(2) posting

The NRC released POTUS' father's A-File to the Boston Globe this week. They're planning to post it to the e-reading room.  
Should I tell them to hold off til we clear with the front office?

-----  
William H. Holzerland, CIPP/G  
U.S. Department of Homeland Security  
Associate Director,  
Disclosure Policy & FOIA Program Development  
(703) 235-0790

Papoi, Catherine

---

From: Callahan, Mary Ellen  
Sent: Monday, September 28, 2009 1:30 PM  
To: Papoi, Catherine  
Subject: RE: FOIA Document review process

Great sounds good

Mary Ellen Callahan, CIPP  
Chief Privacy Officer  
U.S. Department of Homeland Security  
245 Murray Lane SW, Mail Stop 0655  
Washington, DC 20528-0655  
Telephone: (b) (6)  
Fax: (703) 235-0442  
E-mail: [Mary.Ellen.Callahan@dhs.gov](mailto:Mary.Ellen.Callahan@dhs.gov)  
Website: [www.dhs.gov/privacy](http://www.dhs.gov/privacy)

---

From: Papoi, Catherine  
Sent: Monday, September 28, 2009 1:30 PM  
To: Callahan, Mary Ellen  
Subject: RE: FOIA Document review process

FYI, I will email the draft for the Wednesday conference call first thing tomorrow, if not later this afternoon.

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: 703.235.0790/Fax: 703.235.0443

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---

From: Callahan, Mary Ellen  
Sent: Monday, September 28, 2009 1:12 PM  
To: Papoi, Catherine  
Subject: FW: FOIA Document review process

Mary Ellen Callahan, CIPP  
Chief Privacy Officer  
U.S. Department of Homeland Security  
245 Murray Lane SW, Mail Stop 0655  
Washington, DC 20528-0655

Telephone: (b) (6)  
Fax: (703) 235-0442  
E-mail: [Mary.Ellen.Callahan@dhs.gov](mailto:Mary.Ellen.Callahan@dhs.gov)  
Website: [www.dhs.gov/privacy](http://www.dhs.gov/privacy)

---

From: Shlossman, Amy  
Sent: Monday, September 28, 2009 1:12 PM  
To: Callahan, Mary Ellen  
Cc: Fox, Julia; Grossman, Jordan  
Subject: Re: FOIA Document review process

[Julia Fox and Jordan Grossman](#)

---

From: Callahan, Mary Ellen  
To: Shlossman, Amy  
Sent: Mon Sep 28 13:08:46 2009  
Subject: FOIA Document review process

Amy – who do you want to be the point person for receiving the FOIA responses? We wanted to start implementing, but weren't sure to whom to address it/work out the FOIA review process. Please just let me know. Thanks, mec

Mary Ellen Callahan, CIPP  
Chief Privacy Officer  
U.S. Department of Homeland Security  
245 Murray Lane SW, Mail Stop 0655  
Washington, DC 20528-0655  
Telephone: (b) (6)  
Fax: (703) 235-0442  
E-mail: [Mary.Ellen.Callahan@dhs.gov](mailto:Mary.Ellen.Callahan@dhs.gov)  
Website: [www.dhs.gov/privacy](http://www.dhs.gov/privacy)

From: Papoi, Catherine  
To: Callahan, Mary Ellen  
Sent: Mon Sep 28 16:09:01 2009  
Subject: Fw: Clearance Process for S1 Records

Any new info on the below?

C

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: (b) (6) Fax: 703.235.0443

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From: Lockett, Vania  
To: Papoi, Catherine  
Sent: Mon Sep 28 15:49:29 2009  
Subject: Clearance Process for S1 Records

Catherine,

In the excitement of the discussion of weekly reports, I forgot to follow up on what the processing for clearing S1's records should be. Has it been determined that (b) (5)

Thanks.

**Vania T. Lockett, CIPP/G**  
Associate Director, Disclosure & FOIA Operations  
Privacy Office  
U.S. Department of Homeland Security  
Main: 1.866.431.0486 or 703.235.0790  
Direct: (b) (6)  
Fax: 703.235.0443  
Web: <http://www.dhs.gov/foia>

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From: [Callahan, Mary Ellen](#)  
To: [Callahan, Mary Ellen](#)  
Subject: FW: September 28, 2009 FOIA Weekly Report  
Date: Sunday, February 21, 2010 5:49:55 PM  
Attachments: [September 28, 2009 FOIA Weekly Report.doc](#)  
[Privacy Office New Case Report 9-21-2009 to 9-25-2009\(2\).docx](#)

---

Mary Ellen Callahan, CIPP  
Chief Privacy Officer  
U.S. Department of Homeland Security  
245 Murray Lane SW, Mail Stop 0655  
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Telephone: (b) (6)  
Fax: (703) 235-0442  
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Website: [www.dhs.gov/privacy](http://www.dhs.gov/privacy)

---

From: Papoi, Catherine  
Sent: Monday, September 28, 2009 10:02 AM  
To: Dorgan, Mark; Callahan, Mary Ellen  
Cc: 'Papoi, Catherine'  
Subject: FW: September 28, 2009 FOIA Weekly Report

Mark, will you please print off the attached documents and meet Mary Ellen in front of Bldg 1 in about 20 minutes? Thanks so much!

C

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: 703.235.0790/Fax: 703.235.0443

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---

From: Callahan, Mary Ellen  
Sent: Monday, September 28, 2009 9:59 AM  
To: Papoi, Catherine  
Subject: Fw: September 28, 2009 FOIA Weekly Report

Mary Ellen Callahan  
Chief Privacy Officer

Department of Homeland Security

(b) (6)

---

From: Lockett, Vania  
To: Fox, Julia  
Cc: Callahan, Mary Ellen; Papoi, Catherine  
Sent: Mon Sep 28 08:14:20 2009  
Subject: September 28, 2009 FOIA Weekly Report

Julia,

Attached is the weekly report of significant FOIA requests received Department-wide, as well as a list of all FOIA requests received in the Privacy Office during the same timeframe. Please let me know if there are questions.

Regards,

**Vania T. Lockett, CIPP/G**

Associate Director, Disclosure & FOIA Operations

Privacy Office

U.S. Department of Homeland Security

Main: 1.866.431.0486 or 703.235.0790

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**FOIA Activity for the Week of September 18 – September 24, 2009**  
**Privacy Office**  
**September 28, 2009**  
**Weekly FOIA Report**

**I. Efficiency and Transparency** - Steps taken to increase transparency and make forms and processes used by the general public more user-friendly, particularly web-based and FOIA related items:

- NSTR

**II. FOIA requests**

- On September 18, 2009, **Christopher C. Horner**, a representative of the **Competitive Enterprise Institute**, in Washington, D.C., requested from the U.S. Secret Service (USSS) a copy of the White House Visitor Logs for the period of January 21, 2009, and June 30, 2009.
- On September 21, 2009, **Mike Williams**, an individual from Leicester, England, requested from the U.S. Secret Service (USSS) all White House visitor logs from September 11, 2001, to the present, that reflect the entries and exits of Richard Clarke and Lynne Cheney from the White House.

Late Entries

- On September 10, 2009, **Erika Angulo**, a representative of *NBC News*, in Washington, D.C., requested from the United States Coast Guard (USCG) records regarding the death of an individual caused by lightning that occurred on September 5, 2009, near Solider Key.
- On September 15, 2009, **Eileen Sullivan**, a representative of *The Associated Press* in Washington, D.C., requested from the United States Coast Guard (USCG) records regarding the exercise held on the Potomac River on September 11, 2009, to specifically include all communications that occurred before, during, and after the exercise between USCG employees and other federal, state, and local officials.
- On September 16, 2009, **Linda Greisman Christopherson**, a freelance journalist in Beloit, Wisconsin, requested from the United States Coast Guard (USCG) records of the individual who jumped from a Carnival cruise ship and was rescued by the DISNEY WONDER as well as records pertaining to costs incurred by the USCG in the search of Michelle Vilborg, who was also lost from the CARNIVAL HOLIDAY.

**III. FOIA Releases**

- On September 21, 2009, U.S. Citizenship and Immigration Services (USCIS) released to *ESPN*, in New York, New York, 47 pages of records related to Sahel Kazemi, the presumed to be the murderer of pro-football player Steve McNair, also withholding 27 pages in full. These pages were withheld pursuant to FOIA Exemption (b)(6).

- On September 25, 2009, U.S. Citizenship and Immigration Services (USCIS) released to the *Boston Globe*, in Boston, Massachusetts, 52 pages of records pertaining to Barack Obama Sr. Certain information within these pages were withheld pursuant to FOIA Exemption (b)(6).

#### Late Entries

- On September 3, 2009, the Immigration and Customs Enforcement (ICE) FOIA Office released to the *Associated Press*, in Washington, D.C., an Excel spreadsheet listing entities that currently hold agreements with ICE to detain illegal immigrants. They include Service Processing Centers (SPCs), Contract Detention Facilities (CDFs), and Intergovernmental Service Agreements (IGSAs). This document was released in its entirety.
- On September 9, 2009 the United States Coast Guard (USCG) denied the release of records to *The New Journal*, in Wilmington, Delaware, regarding an incident involving the vessel RUSSEL W. PETERSON on May 12, 2008. Information was withheld pursuant to FOIA Exemptions 5 and 7(a).

#### **IV. Lawsuits:**

- *Meza v. U.S. Coast Guard*, filed in the U.S. District Court for the District of Columbia, in which Mr. Meza claims that documents in response to his FOIA request were never provided.

## FOIA Exemptions

**Exemption 1:** classified national defense and foreign relations information

**Exemption 2:** internal agency rules and practices

**Exemption 3:** information that is prohibited from disclosure by another federal law

**Exemption 4:** trade secrets and other confidential business information

**Exemption 5:** inter-agency or intra-agency communications that are protected by legal privileges.

**Exemption 6:** information involving matters of personal privacy

**Exemption 7:** records or information compiled for law enforcement purposes, to the extent that the production of those records A) could reasonably be expected to interfere with enforcement proceedings, B) would deprive a person of a right to a fair trial or an impartial adjudication, C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, D) could reasonably be expected to disclose the identity of a confidential source, E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or procedures, or F) could reasonably be expected to endanger the life or physical safety of any individual.

**Exemption 8:** information relating to the supervision of financial institutions

**Exemption 9:** geological information on wells

From: [Lockett, Vania](#)  
To: [Lockett, Vania](#)  
Subject: FW: FOIA Request  
Date: Wednesday, February 17, 2010 2:19:03 PM

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From: Callahan, Mary Ellen  
Sent: Friday, May 22, 2009 1:34 PM  
To: Lockett, Vania  
Subject: FW: FOIA Request

FYI.

Mary Ellen Callahan, CIPP  
Chief Privacy Officer  
U.S. Department of Homeland Security  
245 Murray Lane SW, Mail Stop 0655  
Washington, DC 20528-0655  
Telephone: (b) (6)  
Fax: (703) 235-0442  
E-mail: [Mary.Ellen.Callahan@dhs.gov](mailto:Mary.Ellen.Callahan@dhs.gov)  
Website: [www.dhs.gov/privacy](http://www.dhs.gov/privacy)

---

From: Callahan, Mary Ellen [mailto:[Mary.Ellen.Callahan@dhs.gov](mailto:Mary.Ellen.Callahan@dhs.gov)]  
Sent: Friday, May 22, 2009 1:30 PM  
To: Kroloff, Noah  
Cc: Callahan, Mary Ellen  
Subject: RE: FOIA Request

Yes it is, we are handling the Shi requests (as well as the other FOIA requests). Shi's is by far the most comprehensive request. FYI, for the other requests relating to I&A documents, they are almost ready to show the documents to me; if there is anything that that is not a public source document, I will let you review before it goes out; the earliest would be mid-next week. The only things produced so far are all public source.

Hope this helps, mec

Mary Ellen Callahan, CIPP  
Chief Privacy Officer  
U.S. Department of Homeland Security  
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E-mail: [Mary.Ellen.Callahan@dhs.gov](mailto:Mary.Ellen.Callahan@dhs.gov)  
Website: [www.dhs.gov/privacy](http://www.dhs.gov/privacy)

---

From: Kroloff, Noah  
Sent: Friday, May 22, 2009 1:06 PM  
To: Callahan, Mary Ellen

Subject: Fw: FOIA Request

Is this occurring under your guidance

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From: Lesher, Jan  
To: (b) (6) Wright, Jacquee; Kroloff, Noah; Shlossman, Amy  
Sent: Fri May 22 12:12:16 2009  
Subject: RE: FOIA Request  
I have no responsive documents.

Jan Lesher  
Chief of Staff - Operations  
Office of the Secretary  
Department of Homeland Security  
Washington, DC 20528  
(b) (6) (cell)

---

From: (b) (6)  
Sent: Friday, May 22, 2009 11:51 AM  
To: Wright, Jacquee; Kroloff, Noah; Lesher, Jan; Shlossman, Amy  
Cc: (b) (6)  
Subject: FOIA Request

All,

Attached please find a FOIA request from J. Steven Shi, a law professor at the University of Georgia, who seeks the following records:

1. Documents related to the contention of the Secretary that the Rightwing Report was not vetted by DHS prior to being made public;
2. Copies of any statements (including texts, drafts, or transcripts) of the Secretary regarding the Rightwing Report following its being made public;
3. Records describing the differences in which the Rightwing Report and Leftwing Report were prepared, vetted, or released;
4. Records describing the reasons for having two different groups within the Threat Analysis Division of DHS prepare the reports; and
5. Records describing the mission and organization (including applicable reporting chain(s)) of the Threat Analysis Division, including the Extremism Branch and Strategic Analysis groups.

Please email me any information found concerning Mr. Shi's request. Thanks!

(b) (6)  
Office of the Executive Secretariat  
U.S. Department of Homeland Security  
Phone: (b) (6)  
Fax: (202) 447-3221  
(b) (6) @dhs.gov

From: [Lockett, Vania](#)  
To: [Lockett, Vania](#)  
Subject: FW: FOIA requests on the Secretary's Schedule  
Date: Wednesday, February 17, 2010 2:26:09 PM

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From: Lockett, Vania  
Sent: Friday, October 16, 2009 12:19 PM  
To: Callahan, Mary Ellen; Holzerland, William; Papoi, Catherine  
Subject: RE: FOIA requests on the Secretary's Schedule

Mary Ellen – I wasn't aware that the WH had sent out instructions on this. However, we had already been coordinating these with Blake Roberts as a matter of general practice since we do this with all records that contain WH equities.

Vania

---

From: Callahan, Mary Ellen  
Sent: Friday, October 16, 2009 12:15 PM  
To: Lockett, Vania; Holzerland, William; Papoi, Catherine  
Subject: Fw: FOIA requests on the Secretary's Schedule

[REDACTED]

Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security  
[REDACTED]

---

From: Button, Christopher  
To: Callahan, Mary Ellen  
Cc: Nolan, Patricia  
Sent: Fri Oct 16 12:08:15 2009  
Subject: FW: FOIA requests on the Secretary's Schedule

Hey Mary Ellen. See below. [REDACTED]

Chris Button  
Deputy Executive Secretary  
U.S. Department of Homeland Security  
Phone: [REDACTED]  
Cell: [REDACTED]  
E-mail [REDACTED]

---

From: Pressman, David  
Sent: Friday, October 16, 2009 11:00 AM  
To: Button, Christopher  
Subject: RE: FOIA requests on the Secretary's Schedule

Thanks, Chris. Please make sure Mary Ellen sees this.

David Pressman  
Chief of Staff and Counselor to the Deputy Secretary  
United States Department of Homeland Security  
[REDACTED] (unsecure)

---

From: Button, Christopher  
Sent: Friday, October 16, 2009 10:54 AM  
To: Pressman, David  
Subject: FW: FOIA requests on the Secretary's Schedule

FYI. This is interesting—and relevant—[REDACTED]

Chris Button  
Deputy Executive Secretary  
U.S. Department of Homeland Security  
Phone: [REDACTED] 7  
Cell: [REDACTED]  
E-mail: [REDACTED]

---

From: Shlossman, Amy  
Sent: Friday, October 16, 2009 10:27 AM  
To: 'Kroloff, Noah'; Smith, Sean; McNamara, Phil; Button, Christopher; Kim, Leezie; Sandweg, John; Hartman, Katrina; Brown, Mary Ellen; Grossman, Jordan; Whithorne, Bobby; Kudwa, Amy  
Subject: FOIA requests on the Secretary's Schedule

WH Counsel has asked that all FOIA's related to Cabinet members' schedules/ travel be sent to their office ([foia@who.eop.gov](mailto:foia@who.eop.gov) / Blake Roberts-[REDACTED]) for review prior to release due to WH meetings, calls, etc. Assume OGC will coordinate this, but we need to make sure nothing goes out prior to being reviewed by WH counsel and our front office.

As we've been doing, we need to continue to alert WH cab affairs and comms as soon as the requests are received (prior to the responsive docs being pulled).

Thanks.

(b) (6)

---

From: Callahan, Mary Ellen [Mary.Ellen.Callahan@dhs.gov](mailto:Mary.Ellen.Callahan@dhs.gov)  
Sent: Sunday, February 21, 2010 5:52 PM  
To: Callahan, Mary Ellen  
Subject: FW: FINAL - 92809 CFOIAO conference call  
Attachments: FINAL - 92809 CFOIAO conference call.doc

Mary Ellen Callahan, CIPP  
Chief Privacy Officer  
U.S. Department of Homeland Security  
245 Murray Lane SW, Mail Stop 0655  
Washington, DC 20528-0655  
Telephone: (b) (6)  
Fax: (703) 235-0442  
E-mail: [Mary.Ellen.Callahan@dhs.gov](mailto:Mary.Ellen.Callahan@dhs.gov)  
Website: [www.dhs.gov/privacy](http://www.dhs.gov/privacy)

---

From: Papoi, Catherine  
Sent: Tuesday, September 29, 2009 1:11 PM  
To: [Holzerland, William](#); [Lockett, Vania](#)  
Cc: [Catherine.Papoi@dhs.gov](mailto:Catherine.Papoi@dhs.gov); Callahan, Mary Ellen  
Subject: FINAL - 92809 CFOIAO conference call

Attached are the three points I will communicate to the FOIA Officers on tomorrow's CFOIAO conference call. Bill, will you email these bullets and mec's guidance re weekly reporting to the FOIA Officers following tomorrow's call? Vania, will you also be able to call in?

000428

3/2/2010

1) On July 7, 2009 Chief FOIA Officer Mary Ellen Callahan issued guidance on Guidelines for Reporting on Significant FOIA Activity for Inclusion in the Cabinet Report to the White House. In order to give the DHS Front Office further insight into significant FOIA requests received, effective immediately, all components must provide copies of each incoming FOIA request reported in Section II of the report. You should submit your report via e-mail, with copies of each FOIA request attached, to (b) (6) at (b) (6) @associates.dhs.gov and copy Vania Lockett at [vania.lockett@dhs.gov](mailto:vania.lockett@dhs.gov) by COB each Thursday.

2) In order to facilitate greater coordination between component FOIA offices, component Public Affairs offices and DHS HQ, please provide Catherine Papoi with the name and contact information for your component's Office of Public Affairs P.O.C. by C.O.B. this Friday, October 2<sup>nd</sup>. We will add these individuals to the FOIA Activity Report distribution list. Furthermore, we strongly recommend that you set up a meeting with your respective public affairs contacts to explain this new process and to ensure all affected parties are aware and engaged in the FOIA process. It is important that your Public Affairs staff is prepared to respond to any inquiries regarding significant FOIA requests/releases. We ask that you meet with your Public Affairs P.O.C. by October 9<sup>th</sup>.

3) Each week the DHS front office highlights several FOIA requests from the weekly FOIA Activity Report for inclusion in its weekly Cabinet Report to the White House. Effective immediately, the DHS front office will review those tagged requests prior to release for awareness purposes. Catherine Papoi will notify affected FOIA Officers by C.O.B. each Monday if any of its component's requests are included in the weekly Cabinet Report to the White House and, therefore, must be reviewed by the DHS front office prior to release. Those partial or final release packages must be sent directly to Catherine Papoi at [Catherine.Papoi@dhs.gov](mailto:Catherine.Papoi@dhs.gov). Catherine will make certain that they are expeditiously reviewed by the front office and notify your component when the responses may be released. It is imperative that these requests are not released prior to the front office reviewing both the letter and records. Therefore, you will not report these releases in Section III (FOIA Releases) of the weekly report until they are actually released to the requester.

Attached is the July 7, 2009 guidance on Guidelines for Reporting on Significant FOIA Activity for Inclusion in the Cabinet Report to the White House.

Papoi, Catherine

---

From: Papoi, Catherine [Catherine.Papoi@dhs.gov]  
Sent: Tuesday, September 29, 2009 3:44 PM  
To: Lockett, Vania  
Cc: Papoi, Catherine  
Subject: RE: Front Office FOIA review process

I don't think they know what they want until they see it. I will check with Julia to see what section I should look to...

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: 703.235.0790/Fax: 703.235.0443

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---

From: Lockett, Vania  
Sent: Tuesday, September 29, 2009 3:41 PM  
To: Papoi, Catherine  
Cc: Catherine.Papoi@dhs.gov  
Subject: RE: Front Office FOIA review process

I believe they would report them in Section IV for Legal Issues. We might want to confirm, however. It still isn't totally clear to me what exactly they want. It would be nice if they'd send us a list of the FOIA requests they're interested in.

---

From: Papoi, Catherine  
Sent: Tuesday, September 29, 2009 3:34 PM  
To: Lockett, Vania  
Cc: Catherine.Papoi@dhs.gov  
Subject: RE: Front Office FOIA review process

Thanks. What section would mention FOIAs received, if there were any mentioned that week?

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: 703.235.0790/Fax: 703.235.0443

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000430

1/26/2010

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---

From: Lockett, Vania  
Sent: Tuesday, September 29, 2009 1:59 PM  
To: Papoi, Catherine  
Cc: [Catherine.Papoi@dhs.gov](mailto:Catherine.Papoi@dhs.gov)  
Subject: RE: Front Office FOIA review process

Catherine,

I did not start receiving the final reports from Julia Fox until mid-July so I do not have anything from the March/April timeframe. Attached are all of the reports she's provided to me.

Thanks.

Vania

---

From: Papoi, Catherine  
Sent: Tuesday, September 29, 2009 11:39 AM  
To: Lockett, Vania  
Cc: [Catherine.Papoi@dhs.gov](mailto:Catherine.Papoi@dhs.gov)  
Subject: FW: Front Office FOIA review process

Can you shoot me three of the DHS Weekly Cabinet Reports (not the ones that we submit to the front office, but the ones that Julie Fox distributes on Mondays) from back in March and/or April, please? Thanks.

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: 703.235.0790/Fax: 703.235.0443

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---

From: Grossman, Jordan  
Sent: Tuesday, September 29, 2009 11:30 AM  
To: Papoi, Catherine; Fox, Julia  
Cc: [Catherine.Papoi@dhs.gov](mailto:Catherine.Papoi@dhs.gov)  
Subject: RE: Front Office FOIA review process

Sounds good. Thanks!

---

From: Papoi, Catherine

**Sent:** Tuesday, September 29, 2009 11:27 AM  
**To:** Grossman, Jordan; Fox, Julia  
**Cc:** Catherine.Papoi@dhs.gov  
**Subject:** RE: Front Office FOIA review process

The volume will definitely depend on the week (for example, in last week's report to the WH, no FOIAs were identified), but we can simply pick a week and ask the components for the page counts of the releases for that week to give us some frame of reference. Sound ok?

One more thought: Julia, would you mind adding me to the weekly Cabinet Report distribution list? It is my understanding that the report is disseminated on Mondays. I can review the report to identify the applicable requests of interest and then I will notify the components which of their requests are tagged for review prior to release.

Catherine

Catherine Papoi, J.D., CIPP/G  
 Deputy Chief FOIA Officer  
 Director, Departmental Disclosure & FOIA  
 U.S. Department of Homeland Security  
 Washington, D.C. 20528  
 Phone: 703.235.0790/Fax: 703.235.0443

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---

**From:** Grossman, Jordan  
**Sent:** Tuesday, September 29, 2009 11:07 AM  
**To:** Papoi, Catherine; Fox, Julia  
**Cc:** Catherine.Papoi@dhs.gov  
**Subject:** RE: Front Office FOIA review process

Agreed – sounds like a good idea. Is it possible to pass along a sample week's worth of material so we can estimate the time it will take to turn them around? Thanks!

---

**From:** Papoi, Catherine  
**Sent:** Tuesday, September 29, 2009 10:52 AM  
**To:** Grossman, Jordan; Fox, Julia  
**Cc:** Catherine.Papoi@dhs.gov  
**Subject:** RE: Front Office FOIA review process

The only other piece to this process is that I am informing the components that they are to hold off on final releases until I give them the thumbs-up after both the front office and I review the responses. Therefore, I wanted to meet to figure out the most expeditious way we both review the final responses and still get these requests out the door within the statutory time-frame. We should probably set a turn-around deadline so to keep us all on track. Thoughts?

Catherine

Catherine Papoi, J.D., CIPP/G  
 Deputy Chief FOIA Officer

Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: 703.235.0790/Fax: 703.235.0443

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---

**From:** Grossman, Jordan  
**Sent:** Tuesday, September 29, 2009 10:41 AM  
**To:** Papoi, Catherine; Fox, Julia  
**Cc:** [Catherine.Papoi@dhs.gov](mailto:Catherine.Papoi@dhs.gov)  
**Subject:** RE: Front Office FOIA review process

We'd be happy to meet. Our impression was the only change to the current process was that, in addition to the Weekly FOIA Report, the actual FOIA request documents and the responsive records will be passed along to the Front Office prior to being released. Please let us know if there is something else that we're missing!

---

**From:** Papoi, Catherine  
**Sent:** Tuesday, September 29, 2009 10:32 AM  
**To:** Fox, Julia; Grossman, Jordan  
**Cc:** [Catherine.Papoi@dhs.gov](mailto:Catherine.Papoi@dhs.gov)  
**Subject:** Front Office FOIA review process

Hi Jordan and Julia,

Per Amy, you are the POCs for receiving significant FOIA responses for front office review. Since this will be a new process, are you amenable to meeting briefly with me to discuss implementation/facilitation of the review process? If so, are you available next Tuesday or Wednesday at 3:00?

Thank you,  
Catherine

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: 703.235.0790/Fax: 703.235.0443

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**Papoi, Catherine**

---

**From:** Lockett, Vania  
**Sent:** Tuesday, September 29, 2009 8:11 AM  
**To:** Papoi, Catherine  
**Subject:** RE: Clearance Process for S1 Records

Thanks.

---

**From:** Papoi, Catherine  
**Sent:** Tuesday, September 29, 2009 8:07 AM  
**To:** Lockett, Vania  
**Subject:** Fw: Clearance Process for S1 Records

FYI- I will call/email her and get this squared away.

C

Catherine Papoi, J.D., CIPP/G  
 Deputy Chief FOIA Officer  
 Director, Departmental Disclosure & FOIA  
 U.S. Department of Homeland Security  
 Washington, D.C. 20528  
 Phone: (b) (6) Fax: 703.235.0443

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---

**From:** Papoi, Catherine  
**To:** Callahan, Mary Ellen  
**Cc:** catherine.papoi@dhs.gov <catherine.papoi@dhs.gov>  
**Sent:** Tue Sep 29 08:05:59 2009  
**Subject:** Re: Clearance Process for S1 Records

Sounds good. I will reach out to her.

Catherine Papoi, J.D., CIPP/G  
 Deputy Chief FOIA Officer  
 Director, Departmental Disclosure & FOIA  
 U.S. Department of Homeland Security  
 Washington, D.C. 20528  
 Phone: (b) (6) Fax: 703.235.0443

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---

**From:** Callahan, Mary Ellen  
**To:** Papoi, Catherine  
**Sent:** Mon Sep 28 16:22:05 2009  
**Subject:** Re: Clearance Process for S1 Records

Shoot, I didn't confirm and I just left meb's office (told her abt calendar, she was v excited). Let's ck with meb before the next time.

Mary Ellen Callahan  
Chief Privacy Officer  
Department of Homeland Security

(b) (6)

---

**From:** Papoi, Catherine  
**To:** Callahan, Mary Ellen  
**Sent:** Mon Sep 28 16:09:01 2009  
**Subject:** Fw: Clearance Process for S1 Records

Any new info on the below?

C

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: 202-281-9663 Fax: 703.235.0443

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---

**From:** Lockett, Vania  
**To:** Papoi, Catherine  
**Sent:** Mon Sep 28 15:49:29 2009  
**Subject:** Clearance Process for S1 Records

Catherine,

In the excitement of the discussion of weekly reports, I forgot to follow up on [REDACTED] b5

Thanks.

**Vania T. Lockett, CIPP/G**  
Associate Director, Disclosure & FOIA Operations  
Privacy Office  
U.S. Department of Homeland Security

Main: 1.866.431.0486 or 703.235.0790

Direct: 703.235.0778

Fax: 703.235.0443

Web: <http://www.dhs.gov/foia>

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**From:** [Callahan, Mary Ellen](#)  
**To:** [Callahan, Mary Ellen](#)  
**Subject:** FW: Draft bullet points for tomorrow's CFOIAO conference call  
**Date:** Sunday, February 21, 2010 5:51:01 PM  
**Attachments:** [Memo Re Cabinet Report FOIA Guidelines 7-7-09.pdf](#)

---

Mary Ellen Callahan, CIPP  
Chief Privacy Officer  
U.S. Department of Homeland Security  
245 Murray Lane SW, Mail Stop 0655  
Washington, DC 20528-0655  
Telephone: (703) 235-0347  
Fax: (703) 235-0442  
E-mail: [Mary.Ellen.Callahan@dhs.gov](mailto:Mary.Ellen.Callahan@dhs.gov)  
Website: [www.dhs.gov/privacy](http://www.dhs.gov/privacy)

---

**From:** Papoi, Catherine  
**Sent:** Tuesday, September 29, 2009 9:22 AM  
**To:** Callahan, Mary Ellen  
**Cc:** 'Papoi, Catherine'  
**Subject:** Draft bullet points for tomorrow's CFOIAO conference call

DRAFT

b5

Attached is the July 7, 2009 guidance on Guidelines for Reporting on Significant FOIA Activity for Inclusion in the Cabinet Report to the White House.

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
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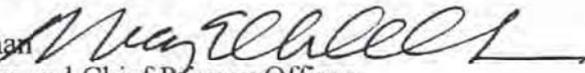


# Homeland Security

Privacy Office, Mail Stop 0655

July 7, 2009

MEMORANDUM FOR: All DHS FOIA Officers

FROM: Mary Ellen Callahan   
Chief FOIA Officer and Chief Privacy Officer

SUBJECT: Guidelines for Reporting on Significant FOIA Activity for  
Inclusion in the Cabinet Report to the White House

Every Thursday, components must report significant FOIA activities, including significant FOIA releases, for the past working week to the Privacy Office. The Privacy Office FOIA leadership integrates the information into its weekly report to the White House Liaison. Negative reports are required.

#### Guidelines for submissions:

1. Submit items by e-mail within the text of the e-mail, not attachments.
2. Submit incoming FOIA requests and appeals, significant FOIA releases, and FOIA litigation information.
3. Select FOIA requests for submission if one of the following criteria are met:
  - a. The FOIA request relates to a Presidential or agency priority;
  - b. The FOIA requester or requested documents will garner media attention or is receiving media attention;
  - c. The FOIA request is for documents associated with meetings with prominent elected, business, and/or community leaders;
  - d. The FOIA request is for congressional correspondence;
  - e. The FOIA request is from a member of Congress;
  - f. The FOIA request is from a member of the media;
  - g. The FOIA request is from a member of an activist group, watchdog organization, special interest group, etc.;
  - h. The FOIA request is for documents associated with a controversial or sensitive subject;
  - i. The FOIA request is for documents associated with a senior official of the component;
  - j. A FOIA appeal if it meets one of the "a" through "i" criteria;
4. Items listed above in 3 are suggestive and not exclusive – exercise prudent judgment and submit items that reflect the spirit and intent of this report. If in doubt, please submit.
5. Submissions found not to meet the above criteria may not be included in the final Cabinet

Report to the White House.

**Unless the Item 3 criteria is met**, do not report the following (not an exhaustive or exclusive list):

1. Requests for contracts or grants
2. Requests for "A" files
3. Requests for FOIA logs
4. Requests for incident reports (including boating incidents, etc.)
5. Requests for budget documents
6. Requests for genealogy documents
7. 3rd party requests for personnel training or employee records
8. Privacy Act requests

Format for submitting FOIA items to the weekly report:

1. Identify the requester's name, city and state (spell out name of state).
2. Identify the requester by affiliation (private citizen, organization membership, etc.).
3. Identify your component as the receiving component (in the case of transfers within DHS, the initial component receiving the request will report the item).
4. Provide a brief description of any lesser-known organization's mission.
5. The first time an acronym is used it should follow its full title and be in parentheses
6. Provide a brief summary of the requested records.
7. Italicize large publications, but use quotes for smaller units within publications. Do not abbreviate media names.
8. Do not use any bullets in your formatting.
9. Any elected official needs to include party, state affiliation, and district if applicable: Senator John Smith (R-NY), Representative John Smith (R, IN-01).
10. If the FOIA request has been assigned to sub-component(s), identify the sub-component(s) to whom it has been assigned
11. If submitting FOIA items related to FOIA releases, please indicate the scope of the submission (number of released pages) as well as identifying any exemptions that may have been taken.

Editing Reminders:

1. Spell out the month.
2. Numbers 10 and above and periods of time, distance, percentage, money, age, and measurement should be expressed in numerals, not words, except when a number begins a sentence.
3. Spell out "percent."
4. Use comma before "and" in a series – i.e. "Federal, State, and local officials."
5. Capitalize "Federal", "State" (when referring to a unit of government), official titles, "Nation" (when referring to the United States), and "Members of Congress."
6. Begin paragraph with "On (month) (date)". Do not add "th" or "st" after date.
7. If there is a continuous event, please type out "through" instead of adding a dash.

Sample format:

**I. Efficiency and Transparency** - Steps taken to increase transparency and make forms and processes used by the general public more user-friendly, particularly web-based and FOIA related items:

- The Coast Guard recently announced plans to post on its web site all times, dates, and agendas of the Commandant's meetings with representatives of private industry within 24 hours.

**II. FOIA requests**

- On June 25, 2009, **Emily Ramshaw** of *The Dallas Morning News* in Austin, Texas, requested from Immigration and Customs Enforcement (ICE) the following, as they pertain to a provided list of Texas detention facilities: 1) All inspection/conditions reports since January 1, 2007; 2) The number of abuse, neglect or exploitation allegations at each of these facilities in each of the last two years and the percentage that were confirmed; and 3) The number of psychiatrists or psychologists currently employed at each of these facilities.
- On June 26, 2009, **Kate Brumback**, a reporter for the *Associated Press*, in Washington, D.C, requested from U.S. Immigration and Customs Enforcement (ICE) information related to a former detainee at the Stewart Detention Facility in Lumpkin, Georgia, who passed away during a stay at a hospital in Columbus, Georgia, while in custody on March 11, 2009.
- On June 30, 2009, **Timothy Kehrer**, a representative from the **Democratic Senatorial Campaign Committee** in Washington, D.C., requested from United States Citizenship and Immigration Services (USCIS) all correspondence between USCIS and the following Senators: Michael Bennet (D-CO), Robert Bennett (R-UT), Barbara Boxer (D-CA), Jim Bunning (R-KY), Richard Burr (R-NC), Christopher Dodd (D-CT), Kirsten Gillibrand (D-NY), Blanche Lincoln (D-AK), Harry Reid (D-NV), Arlen Specter (D-PA), and David Vitter (R-LA).

**III. FOIA releases**

- On May 12, 2009, the Department of Homeland Security (DHS) Privacy Office released to *The Washington Times* a 97-page log of Congressional correspondence. Certain information withheld pursuant to FOIA Exemption 6.

**IV. FOIA litigation**

- DHS was named as a defendant in *Smith v. U.S.* in which Smith is challenging his arrest at a border crossing in El Paso as unconstitutional.

Please direct any questions regarding this requirement to Vania T. Lockett, Associate Director of Disclosure and FOIA, at 703-235-0790.

**From:** [Callahan, Mary Ellen](#)  
**To:** [Callahan, Mary Ellen](#)  
**Subject:** FW: Comment/Clearance Requested - DRAFT communication for Wednesday, 9/28, 10 a.m. conference call  
**Date:** Sunday, February 21, 2010 5:51:10 PM

---

Mary Ellen Callahan, CIPP  
Chief Privacy Officer  
U.S. Department of Homeland Security  
245 Murray Lane SW, Mail Stop 0655  
Washington, DC 20528-0655  
Telephone (b) (6) [REDACTED]  
Fax (703) 235-0442  
E-mail [Mary.Ellen.Callahan@dhs.gov](mailto:Mary.Ellen.Callahan@dhs.gov)  
Website [www.dhs.gov/privacy](http://www.dhs.gov/privacy)

---

**From:** Papoi, Catherine  
**Sent:** Tuesday, September 29, 2009 9:59 AM  
**To:** Anderson, Audrey; Palmer, David  
**Cc:** Callahan, Mary Ellen; 'Papoi, Catherine'  
**Subject:** Comment/Clearance Requested - DRAFT communication for Wednesday, 9/28, 10 a.m. conference call

David and Audrey,

Please comment and clear on the below. This information will be communicated via teleconference and email to the component FOIA Officers tomorrow morning.

Thanks!

Catherine

DRAFT b5 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Attached is the July 7, 2009 guidance on Guidelines for Reporting on Significant FOIA Activity for Inclusion in the Cabinet Report to the White House.

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: 703.235.0790/Fax: 703.235.0443

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**Papoi, Catherine**

---

**From:** Papoi, Catherine  
**Sent:** Wednesday, September 30, 2009 7:54 AM  
**To:** Lockett, Vania  
**Subject:** Re: Front Office FOIA review process

Great. Thanks.

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
Phone: (b) (6) Fax: 703.235.0443

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---

**From:** Lockett, Vania  
**To:** Papoi, Catherine  
**Sent:** Wed Sep 30 07:51:24 2009  
**Subject:** RE: Front Office FOIA review process

I just sent something out to USCG and the Secret Service, the two components who need to provide copies of incoming FOIA requests. I'll hold off on sending anything to ICE and USCIS since you're already working on the releases.

Thx.

Vania

---

**From:** Papoi, Catherine  
**Sent:** Wednesday, September 30, 2009 7:44 AM  
**To:** Lockett, Vania  
**Subject:** Re: Front Office FOIA review process

Would you mind getting those incoming? I am already working on the releases.

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
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---

**From:** Lockett, Vania  
**To:** Papoi, Catherine  
**Sent:** Wed Sep 30 07:38:17 2009  
**Subject:** RE: Front Office FOIA review process

The requests listed below are different from the ones she asked for previously. We haven't collected these from the components yet.

Vania

---

**From:** Papoi, Catherine  
**Sent:** Tuesday, September 29, 2009 8:25 PM  
**To:** Lockett, Vania  
**Subject:** Fw: Front Office FOIA review process

Didn't we already send Julia the below incoming requests? I plan to tell them **b5**

Catherine Papoi, J.D., CIPP/G  
 Deputy Chief FOIA Officer  
 Director, Departmental Disclosure & FOIA  
 U.S. Department of Homeland Security  
 Washington, D.C. 20528  
 Phone (b) (6) Fax: 703.235.0443

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---

**From:** Fox, Julia  
**To:** Papoi, Catherine; Grossman, Jordan  
**Cc:** Catherine.Papoi@dhs.gov <Catherine.Papoi@dhs.gov>  
**Sent:** Tue Sep 29 19:04:02 2009  
**Subject:** RE: Front Office FOIA review process

Hi Catherine,

I know you are working on collecting data for us. The below items are from the Privacy/FOIA weekly report, so are a higher priority. Could you please send us all of the original FOIA requests for the 4 items listed under "FOIA Requests," and the responsive documents and letters for the 3 items listed under "FOIA – Releases" sometime tomorrow? Then whenever you can collect the rest of the data would be great.

Thanks for your help, and let me know if you have any questions.

Julia

*FOIA Requests*

- On **September 10<sup>th</sup>**, **Erika Angulo** of *NBC News* (Washington, D.C.), requested from the Coast Guard, records regarding the death of an individual caused by lightning that occurred on September 5, 2009, near Solider Key.
- On **September 15<sup>th</sup>**, **Eileen Sullivan** of *The Associated Press* (Washington, D.C.), requested from the Coast Guard (USCG), records regarding the exercise held on the Potomac River on September 11, 2009, to specifically include all communications that occurred before, during, and after the exercise between USCG employees and other federal, state, and local officials.
- On **September 18<sup>th</sup>**, **Christopher C. Horner** of the **Competitive Enterprise Institute** (Washington, D.C.), requested from the Secret Service a copy of the White House Visitor Logs for the period of January 21, 2009, and June 30, 2009.
- On **September 21<sup>st</sup>**, **Mike Williams**, an individual from Leicester, England, requested from the Secret Service, all White House visitor logs from September 11, 2001, to the present, that reflect the entries and exits of Richard Clarke and Lynne Cheney from the White House.

*FOIA – Releases*

- On **September 3<sup>rd</sup>**, the Immigration and Customs Enforcement FOIA Office released to the *Associated Press* (Washington, D.C.), an Excel spreadsheet listing entities that currently hold agreements with ICE to detain illegal immigrants, including Service Processing Centers, Contract Detention Facilities, and Intergovernmental Service Agreements.
- On **September 21<sup>st</sup>**, U.S. Citizenship and Immigration Services released to *ESPN* (New York, NY), 47 pages of records related to Sahel Kazemi, presumed to be the murderer of pro-football player Steve McNair.
- On **September 25<sup>th</sup>**, U.S. Citizenship and Immigration Services released to the *Boston Globe* (Boston, MA), 52 pages of records pertaining to Barack Obama, Sr.

---

**From:** Papoi, Catherine  
**Sent:** Tuesday, September 29, 2009 11:40 AM  
**To:** Grossman, Jordan; Fox, Julia  
**Cc:** [Catherine.Papoi@dhs.gov](mailto:Catherine.Papoi@dhs.gov)  
**Subject:** RE: Front Office FOIA review process

Not a problem. Let me work on collecting the data and then I will be back in touch.

Catherine

Catherine Papoi, J.D., CIPP/G  
 Deputy Chief FOIA Officer  
 Director, Departmental Disclosure & FOIA  
 U.S. Department of Homeland Security  
 Washington, D.C. 20528  
 Phone: 703.235.0790/Fax: 703.235.0443

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---

**From:** Grossman, Jordan  
**Sent:** Tuesday, September 29, 2009 11:30 AM  
**To:** Papoi, Catherine; Fox, Julia  
**Cc:** Catherine.Papoi@dhs.gov  
**Subject:** RE: Front Office FOIA review process

Sounds good. Thanks!

---

**From:** Papoi, Catherine  
**Sent:** Tuesday, September 29, 2009 11:27 AM  
**To:** Grossman, Jordan; Fox, Julia  
**Cc:** Catherine.Papoi@dhs.gov  
**Subject:** RE: Front Office FOIA review process

The volume will definitely depend on the week (for example, in last week's report to the WH, no FOIAs were identified), but we can simply pick a week and ask the components for the page counts of the releases for that week to give us some frame of reference. Sound ok?

One more thought: Julia, would you mind adding me to the weekly Cabinet Report distribution list? It is my understanding that the report is disseminated on Mondays. I can review the report to identify the applicable requests of interest and then I will notify the components which of their requests are tagged for review prior to release.

Catherine

Catherine Papoi, J.D., CIPP/G  
Deputy Chief FOIA Officer  
Director, Departmental Disclosure & FOIA  
U.S. Department of Homeland Security  
Washington, D.C. 20528  
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---

**From:** Grossman, Jordan  
**Sent:** Tuesday, September 29, 2009 11:07 AM  
**To:** Papoi, Catherine; Fox, Julia  
**Cc:** Catherine.Papoi@dhs.gov  
**Subject:** RE: Front Office FOIA review process

Agreed – sounds like a good idea. Is it possible to pass along a sample week's worth of material so we can estimate the time it will take to turn them around? Thanks!

---

**From:** Papoi, Catherine  
**Sent:** Tuesday, September 29, 2009 10:52 AM

**To:** Grossman, Jordan; Fox, Julia  
**Cc:** Catherine.Papoi@dhs.gov  
**Subject:** RE: Front Office FOIA review process

The only other piece to this process is that I am informing the components that they are to hold off on final releases until I give them the thumbs-up after both the front office and I review the responses. Therefore, I wanted to meet to figure out the most expeditious way we both review the final responses and still get these requests out the door within the statutory time-frame. We should probably set a turn-around deadline so to keep us all on track. Thoughts?

Catherine

Catherine Papoi, J.D., CIPP/G  
 Deputy Chief FOIA Officer  
 Director, Departmental Disclosure & FOIA  
 U.S. Department of Homeland Security  
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---

**From:** Grossman, Jordan  
**Sent:** Tuesday, September 29, 2009 10:41 AM  
**To:** Papoi, Catherine; Fox, Julia  
**Cc:** Catherine.Papoi@dhs.gov  
**Subject:** RE: Front Office FOIA review process

We'd be happy to meet. Our impression was the only change to the current process was that, in addition to the Weekly FOIA Report, the actual FOIA request documents and the responsive records will be passed along to the Front Office prior to being released. Please let us know if there is something else that we're missing!

---

**From:** Papoi, Catherine  
**Sent:** Tuesday, September 29, 2009 10:32 AM  
**To:** Fox, Julia; Grossman, Jordan  
**Cc:** Catherine.Papoi@dhs.gov  
**Subject:** Front Office FOIA review process

Hi Jordan and Julia,

Per Amy, you are the POCs for receiving significant FOIA responses for front office review. Since this will be a new process, are you amenable to meeting briefly with me to discuss implementation/facilitation of the review process? If so, are you available next Tuesday or Wednesday at 3:00?

Thank you,  
 Catherine

Catherine Papoi, J.D., CIPP/G  
 Deputy Chief FOIA Officer  
 Director, Departmental Disclosure & FOIA  
 U.S. Department of Homeland Security

Washington, D.C. 20528  
Phone: 703.235.0790/Fax: 703.235.0443

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**Papoi, Catherine**

---

**From:** Papoi, Catherine  
**Sent:** Wednesday, September 30, 2009 9:50 AM  
**To:** Bellisime, Tracy A  
**Cc:** Papoi, Catherine  
**Subject:** RE: \*\*\*Action Necessary\*\*\* Responses to Requests

Thanks Tracy. Again, I really appreciate your help. Actually, right now the front office just wants the final release letter and the documents that were sent to the requester. If you can have the paralegal scan just the package that the requester actually received, it would be great. They may want more later on, but let's just start with this. Thanks.

C

---

**From:** Bellisime, Tracy A [mailto:tracy.bellisime@dhs.gov]  
**Sent:** Wednesday, September 30, 2009 9:40 AM  
**To:** Papoi, Catherine  
**Subject:** FW: \*\*\*Action Necessary\*\*\* Responses to Requests

Catherine, here is what I have so far. My paralegal has said this is the best she could do. Do you want to know my frustration level right now?

Trust me, I will get you the entire file or die trying. But I wanted to send you this start.

*Tracy A. Bellisime*  
Supervisory Paralegal Specialist  
USCIS FOIA Operations Unit  
(b) (6)

---

**From:** Wansing, Amy  
**Sent:** Wednesday, September 30, 2009 8:14 AM  
**To:** Bellisime, Tracy A; (b) (6)  
**Subject:** RE: \*\*\*Action Necessary\*\*\* Responses to Requests

Tracy,

Just FYI. When scanning large amounts of material into the pdf scanned, the documents will sometimes be displayed upside down, even if they are scanned right side up?? Another issue is that, per the Final action letter, there were 93 pages responsive, but the pdf file shows only 74 pages. The reason for this is, the documents that state WITHHELD IN FULL PURSUANT TO ... sometimes are skipped when scanning. The pages that were skipped because they were WIF were pages 7, 8, 41, 51-63, 80, 82-86.

Thanks

---

**From:** Bellisime, Tracy A  
**Sent:** Wednesday, September 30, 2009 6:57 AM  
**To:** (b) (6); Wansing, Amy  
**Subject:** FW: \*\*\*Action Necessary\*\*\* Responses to Requests

Great. I need you to have a copy of the redacted file for Sahel Kazemi scanned in as PDF so I can send it up yonder. Have the FAL scanned in with it, please. Sorry for the short turn time, but I need this ASAP

Tracy A. Bellisime

Supervisory Paralegal Specialist  
USCIS FOIA Operations Unit

(b) (6)

---

**From:** Cejka, Diane T  
**Sent:** Wednesday, September 30, 2009 6:40 AM  
**To:** Eggleston, Jill A; Bellisime, Tracy A  
**Subject:** FW: \*\*\*Action Necessary\*\*\* Responses to Requests

For action –

Due today - noon

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**From:** Papoi, Catherine [mailto:Catherine.Papoi@dhs.gov]  
**Sent:** Tuesday, September 29, 2009 7:31 PM  
**To:** Pavlik-Keenan, Catrina M; Cejka, Diane T  
**Cc:** Papoi, Catherine  
**Subject:** Re: \*\*\*Action Necessary\*\*\* Responses to Requests

Sorry. Here are the responses I need:

- On September 3rd, the Immigration and Customs Enforcement FOIA Office released to the Associated Press (Washington, D.C.), an Excel spreadsheet listing entities that currently hold agreements with ICE to detain illegal immigrants, including Service Processing Centers, Contract Detention Facilities, and Intergovernmental Service Agreements.
- On September 21st, U.S. Citizenship and Immigration Services released to ESPN (New York, NY), 47 pages of records related to Sahel Kazemi, presumed to be the murderer of pro-football player Steve McNair.
- On September 25th, U.S. Citizenship and Immigration Services released to the Boston Globe (Boston, MA), 52 pages of records pertaining to Barack Obama, Sr.

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----- Original Message -----

From: Papoi, Catherine  
To: Pavlik-Keenan, Catrina M; Cejka, Diane T  
Cc: catherine.papoi@dhs.gov <catherine.papoi@dhs.gov>  
Sent: Tue Sep 29 20:29:59 2009