

From: [Grossman, Jordan](#)
To: [Lockett, Vania](#)
Cc: [Fox, Julia](#)
Subject: RE: June 1, 2009 Weekly FOIA Report
Date: Tuesday, June 09, 2009 11:21:52 AM

Thanks Vania.

From: Lockett, Vania
Sent: Tuesday, June 09, 2009 11:21 AM
To: Grossman, Jordan
Cc: Fox, Julia
Subject: RE: June 1, 2009 Weekly FOIA Report

Jordan,

My apologies. I thought I had sent it out last Friday. It is attached.

Thanks.

Vania

From: Grossman, Jordan
Sent: Monday, June 08, 2009 5:13 PM
To: Lockett, Vania
Cc: Fox, Julia
Subject: FW: June 1, 2009 Weekly FOIA Report

Hi Vania,

Do you have the June 8th weekly FOIA report?

Thanks!

From: Lockett, Vania [mailto:Vania.Lockett@dhs.gov]
Sent: Friday, May 29, 2009 3:54 PM
To: Lockett, Vania; Holzerland, William; (b) (6) <CTR>; Ressler, Shila; Dooley, William; Hoffman, Jonathan; Bomsey, Erica; Privacy Office; SUZUKI, SHARI; Zimmerman-Pate, Marty; Worthy, Gayle; Marshall, Gloria L; Pavlik-Keenan, Catrina M; DTaylor@comdt.uscg.mil; Dorgan, Mark; Hawkins, Sandra L.; McNeely, James; CRCL Counsel; (b) (6) Snowden, Deborah TSA-FOIA; Russell, Michael; Plofker, Howard TSA OCC; (b) (6) Welsh, Brian; Newhouse, Victoria TSA OCC; Young, Sophia G; Hawkins, Donald K; Janet, Kevin TSA FOIA; Lee, Charmaine; Wiley, Miles; Turner, Alisa; Delawter, Denise; Bertucci, Nicole M; HANSON, MARK; Mason, Quinton; Cejka, Diane T; Balaban, Dorothy; (b) (6) Page, Michael; Jacobs, Gilbert L; Gentile, Dominick; Eggleston, Jill A; Palmer, David; McAfee, Sean M; Borrero, Charles; Gray, Larry; Payne, Latita M; LYNCH, PETER T; (b) (6) Grossman, Jordan
Subject: June 1, 2009 Weekly FOIA Report

Good afternoon all,

Attached is the weekly FOIA report. 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

Direct: (b) (6)

Fax: 703.235.0443

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

b5

b5

b5

Papoi, Catherine

From: Papoi, Catherine
Sent: Thursday, November 19, 2009 9:13 AM
To: Shlossman, Amy
Subject: RE: FOIA Search Request (DHS/OS/PRIV 10-0115)

Great. I will have my cell.

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: Shlossman, Amy
Sent: Thursday, November 19, 2009 9:12 AM
To: Papoi, Catherine
Subject: Re: FOIA Search Request (DHS/OS/PRIV 10-0115)

I'm staffing her right now, will call on my way back to the office.

From: Papoi, Catherine
To: Shlossman, Amy
Sent: Thu Nov 19 09:08:00 2009
Subject: Fw: FOIA Search Request (DHS/OS/PRIV 10-0115)

Hi Amy. What time might work for you today?

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: Shlossman, Amy
Sent: Wed Nov 18 13:50:38 2009
Subject: Re: FOIA Search Request (DHS/OS/PRIV 10-0115)

Ok, I just stepped out to the restroom...something is working against us. How about 9 tomorrow morning?

C

Catherine Papoi, J.D., CIPP/G
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From: Shlossman, Amy
To: Papoi, Catherine
Sent: Wed Nov 18 13:39:19 2009
Subject: RE: FOIA Search Request (DHS/OS/PRIV 10-0115)

Hey- just tried you. In meetings from 2-6 pm this afternoon. Let me know if there's a good time to touch base tonight or tomorrow morning.

From: Papoi, Catherine
Sent: Wednesday, November 18, 2009 9:25 AM
To: Shlossman, Amy
Subject: RE: FOIA Search Request (DHS/OS/PRIV 10-0115)

Hi there! Well, let's try again today if it works for you. I will make sure to keep my bb on my hip all day.

C

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From: Shlossman, Amy
Sent: Tuesday, November 17, 2009 1:27 PM
To: Papoi, Catherine
Subject: Re: FOIA Search Request (DHS/OS/PRIV 10-0115)

Hi Catherine- just tried you. I'm on bb (b) (6) until about 2 pm. If we don't connect by then, I'll try you when I'm back at the office after 4- thanks!

From: Papoi, Catherine
To: Shlossman, Amy
Cc: Papoi, Catherine <Catherine.Papoi@dhs.gov>
Sent: Tue Nov 17 10:03:37 2009
Subject: RE: FOIA Search Request (DHS/OS/PRIV 10-0115)

Hi Amy. Just left a message for you re this request. Give me a call if you get a few minutes. Thanks.

C

Catherine Papoi, J.D., CIPP/G
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Director, Departmental Disclosure & FOIA
U.S. Department of Homeland Security
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From: Shlossman, Amy
Sent: Friday, November 13, 2009 6:21 PM
To: Papoi, Catherine
Subject: RE: FOIA Search Request (DHS/OS/PRIV 10-0115)

Let's touch base on Monday.

From: Papoi, Catherine
Sent: Friday, November 13, 2009 2:23 PM
To: Shlossman, Amy
Subject: RE: FOIA Search Request (DHS/OS/PRIV 10-0115)

Sorry...was on with Jordan and Julia. Call whenever you get a chance or I can stop by on Monday when I am up at the NAC. Just let me know.

C

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

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From: Shlossman, Amy
Sent: Friday, November 13, 2009 2:15 PM
To: Papoi, Catherine
Subject: RE: FOIA Search Request (DHS/OS/PRIV 10-0115)

Just tried you. I have a meeting at 2:30, but should be out after 4. Thanks.

From: Papoi, Catherine
Sent: Friday, November 13, 2009 11:46 AM
To: Shlossman, Amy
Cc: Papoi, Catherine
Subject: FW: FOIA Search Request (DHS/OS/PRIV 10-0115)

Hi Amy. Mary Ellen asked me to contact you regarding the above FOIA request from the AP seeking documents that address using the word "terror." If you would give me a call when ever you have a minute, it would be great. My BB is (b) (6). Thanks.

C

Catherine Papoi, J.D., CIPP/G
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From: Papoi, Catherine [mailto:Catherine.Papoi@dhs.gov]
Sent: Friday, November 13, 2009 9:00 AM
To: Callahan, Mary Ellen
Cc: Papoi, Catherine
Subject: FW: FOIA Search Request (DHS/OS/PRIV 10-0115)

FYI – this is the Eileen Sullivan request re documents pertaining to the use of the word "terror." The front office is not interpreting this request correctly. Please advise if you want me to reach out to Amy on this. Thanks.

C

Catherine Papoi, J.D., CIPP/G
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From: Lockett, Vania
Sent: Thursday, November 12, 2009 4:02 PM
To: Papoi, Catherine
Subject: FW: FOIA Search Request (DHS/OS/PRIV 10-0115)

Catherine – The request you inquired about is attached.

From: Lockett, Vania
Sent: Tuesday, November 10, 2009 7:38 AM
To: (b) (6)
Cc: McNamara, Phil; Murtagh, Sean
Subject: FOIA Search Request (DHS/OS/PRIV 10-0115)

(b) (6)

Please find the attached FOIA request from Eileen Sullivan of the Associated Press. Note that the Office of Public Affairs was also tasked to search for records.

If you have any questions regarding this request, you may reach me at 703-235-0778.

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
 Direct: (b) (6)
 Fax: 703.235.0443
 Web: <http://www.dhs.gov/foia>

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000010

1/26/2010

From: [Brown, Mary Ellen](#)
To: [Lockett, Vania](#)
Cc: [Papoi, Catherine](#)
Subject: RE: FOIA Process
Date: Thursday, November 19, 2009 9:30:14 AM

[REDACTED]

From: Lockett, Vania
Sent: Tuesday, November 10, 2009 2:37 PM
To: Brown, Mary Ellen
Cc: Papoi, Catherine
Subject: FW: FOIA Process

Mary Ellen,

[REDACTED]

[REDACTED]

If you have questions or would like to discuss this, I can be reached at 703-235-0778.

Thanks in advance.

Vania

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: [REDACTED]
Fax: 703.235.0443
Web: <http://www.dhs.gov/foia>

From: Papoi, Catherine
Sent: Wednesday, November 04, 2009 12:54 PM
To: McNamara, Phil; Murtagh, Sean; Brown, Mary Ellen; Shlossman, Amy
Cc: Lockett, Vania; Holzerland, William; Papoi, Catherine
Subject: FOIA Process

Thanks to everyone for taking the time to meet this morning. Attached is the calendar guidance I mentioned. Also, I spoke with Bill and he is happy to come to the NAC to give a FOIA 101 presentation to you and your staff. Bill is copied on this email. Thanks again and do not hesitate to contact me if you ever have any concerns or questions. My direct dial is [REDACTED] and bb is [REDACTED]

Catherine

Catherine Papoi, J.D., CIPP/G
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From: [Papoi, Catherine](#)
To: (b) (6) [Papoi, Catherine](#)
Cc: [Lockett, Vania](#); [Taylor, Donald](#); [Coates, Yvonne](#); [Sporn, Karen](#); [LaBrec, Ronald CAPT](#)
Subject: RE: FRONT OFFICE REVIEW - Significant Request
Date: Monday, November 23, 2009 12:02:28 PM

Before I send this to the DHS front office, the following corrections need to be made to the cover letter:

- 1) name of requester's organization: "Environment and Natural Resources" not "Environmental..."
- 2) Paragraph 1: insert "of the" prior to "collision involving a Tidewater..."
- 3) Paragraph 2: change "third party" to "third parties"

Additionally, in the documents for release, Findings of Fact section - May 14, 2009, 0410 - you did not redact (b) (6) the name of one of the parties. I conducted only a cursory review of your redactions, therefore you may wish to review them again to assure they are consistent throughout. Please make the above changes and forward the amended package to me for front office review prior to releasing to the requester. Thank you.

Catherine Papoi, J.D., CIPP/G
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-----Original Message-----

From: (b) (6) [\[mailto:\(b\) \(6\)@uscg.dhs.gov\]](mailto:(b) (6)@uscg.dhs.gov)
Sent: Monday, November 23, 2009 8:57 AM
To: Papoi, Catherine
Cc: (b) (6); Lockett, Vania; Taylor, Donald; Coates, Yvonne; Sporn, Karen; LaBrec, Ronald CDR
Subject: FRONT OFFICE REVIEW - Significant Request

Good morning,

The attached is the prepared response to a significant FOIA originally reported on October 8, 2009.

* On October 06, 2009, Mr. Scott Learn of The Oregonian in Portland, Oregon, Massachusetts, requested from the United States Coast Guard (USCG) records regarding a collision involving a Tidewater Barge vessel and the Dalles Dam on May 15, 2009.

Please review the documents and notify me it has been cleared to be sent to the requester.

(b) (6)

Management and Policy Analyst
U.S. Coast Guard (CG-611)
Office of Info Management
2100 Second St, S.W. Stop 7111
Washington DC 20593-0001
Phone: (b) (6)
Fax: 202-475-3929

From: [Lockett, Vania](#)
To: [Lockett, Vania](#)
Subject: FW: (PRIV/FOIA) Please reply by 4pm Wednesday
Date: Wednesday, February 17, 2010 2:57:30 PM

From: Fox, Julia
Sent: Wednesday, November 18, 2009 7:49 AM
To: Papoi, Catherine; Lockett, Vania
Cc: Grossman, Jordan
Subject: Re: (PRIV/FOIA) Please reply by 4pm Wednesday

The Nov 20, 2006 incident
Thank you!

From: Papoi, Catherine
To: Fox, Julia; Lockett, Vania
Cc: Grossman, Jordan
Sent: Wed Nov 18 07:47:23 2009
Subject: Re: (PRIV/FOIA) Please reply by 4pm Wednesday

What type of information are you seeking? Info re the incident itself or about the request?

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: Lockett, Vania; Papoi, Catherine
Cc: Grossman, Jordan
Sent: Tue Nov 17 22:32:13 2009
Subject: (PRIV/FOIA) Please reply by 4pm Wednesday

Dear Vania and Catherine,

Below please find follow-up questions related to the weekly report. Thank you for your assistance in answering these, and please let me know if there are any questions.

1 - Can you provide any more information about this incident?

- On **November 4th**, the Department of Transportation referred to DHS documents responsive to a request from the **Council on American-Islamic Relations** concerning an incident that took place on November 20th, 2006, on U.S. Airways.

Julia Fox
Special Assistant
Office of the Chief of Staff | Office of the Secretary
Department of Homeland Security

(b) (6) (w) | (b) (6) (c)

julia.fox@dhs.gov

From: [Fox, Julia](#)
To: [Papoi, Catherine](#); [Lockett, Vania](#)
Cc: [Grossman, Jordan](#)
Subject: RE: (FOIA) Please reply by 4pm Wednesday
Date: Wednesday, December 02, 2009 11:11:39 AM

Thanks Catherine!

From: Papoi, Catherine
Sent: Wednesday, December 02, 2009 9:17 AM
To: Fox, Julia; Lockett, Vania
Cc: Grossman, Jordan
Subject: RE: (FOIA) Please reply by 4pm Wednesday

This morning I asked CBP to detail their appellate process and am still waiting on a response, but generally, CBP counsel reviews the records CBP processed and released to the requester to determine whether CBP properly applied the exemptions, conducted an adequate search, etc. Counsel issues a final administrative decision to the requester after the review. Counsel will either uphold the original release determinations or modify the release if deemed appropriate.

Catherine Papoi, J.D., CIPP/G
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From: Fox, Julia
Sent: Tuesday, December 01, 2009 10:12 PM
To: Lockett, Vania; Papoi, Catherine
Cc: Grossman, Jordan
Subject: (FOIA) Please reply by 4pm Wednesday

Hi Vania and Catherine,

Below is one question we have for the weekly report. Thanks for your help, and please let me know if there are any questions.

What is the next step in the appeals process?

- On November 24th, **Karen Kaiser**, Assistant General Counsel for *The Associated Press*, in New York, NY, appealed the September 24th, response by Customs and Border Protection (CBP) to the July 23, 2009, FOIA request from *The Associated Press*, requesting a copy of the prioritized list of 163 land ports of entry owned by CBP and the General Services Administration.

Julia Fox
Special Assistant
Office of the Chief of Staff | Office of the Secretary
Department of Homeland Security

(b) (6) (w) | (b) (6) (c)
julia.fox@dhs.gov

From: [Papoi, Catherine](#)
To: [Lockett, Vania](#)
Subject: RE: Release of records to USA Today, ICE 10FOIA465
Date: Wednesday, December 02, 2009 11:17:37 AM

Is it at Jimmy's desk?

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
Sent: Wednesday, December 02, 2009 11:08 AM
To: Papoi, Catherine
Subject: Re: Release of records to USA Today, ICE 10FOIA465

Do you want me to head back to the office to look at this? Thanks.

Vania T. Lockett, CIPP/G
Associate Director, Disclosure & FOIA Operations
Privacy Office
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From: Papoi, Catherine
To: Lockett, Vania
Cc: Papoi, Catherine <Catherine.Papoi@dhs.gov>
Sent: Wed Dec 02 10:52:14 2009
Subject: FW: Release of records to USA Today, ICE 10FOIA465

What do we know on the I&A docs. MEC needs a page count today. Thanks.

C

Catherine Papoi, J.D., CIPP/G

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From: Callahan, Mary Ellen
Sent: Wednesday, December 02, 2009 10:11 AM
To: Papoi, Catherine
Subject: RE: Release of records to USA Today, ICE 10FOIA465

Where is my # of pages so that we can send the letter in? ck with jimmy. Just emailed Sandweg.

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
Website: www.dhs.gov/privacy

From: Papoi, Catherine
Sent: Wednesday, December 02, 2009 10:06 AM
To: Grossman, Jordan; Fox, Julia
Cc: 'Papoi, Catherine'; Callahan, Mary Ellen
Subject: RE: Release of records to USA Today, ICE 10FOIA465

Jordan and Julia,
Obviously no problem with changing the date of the letter, but the other portions you removed need to be left in for appeal purposes. The language ICE used allows for the requester to understand the scope of the search, what the search produced (and didn't produce) and what they are entitled to appeal. May I ask who is making these suggested edits?

Catherine

Catherine Papoi, J.D., CIPP/G
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From: Grossman, Jordan
Sent: Wednesday, December 02, 2009 9:26 AM
To: Papoi, Catherine; Fox, Julia
Cc: 'Papoi, Catherine'
Subject: RE: Release of records to USA Today, ICE 10FOIA465

Hi Catherine,

Two suggested edits to the response letter, and otherwise good to go!

From: Papoi, Catherine
Sent: Monday, November 30, 2009 9:24 AM
To: Grossman, Jordan; Fox, Julia
Cc: Papoi, Catherine
Subject: FW: Release of records to USA Today, ICE 10FOIA465

Jordan and Julia,

TSA forwarded the attached incoming request and proposed response for your review. Pursuant to your September 30, 2009 email, your office will review the release and provide a response to my office within three days of receipt. Please let me know as soon as you have finalized your review. Thank you.

C

Catherine Papoi, J.D., CIPP/G
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Director, Departmental Disclosure & FOIA
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From: Lockett, Vania
Sent: Wednesday, November 25, 2009 12:57 PM
To: Papoi, Catherine
Cc: (b) (6)
Subject: FW: Release of records to USA Today, ICE 10FOIA465

Catherine,

ICE submitted the attached proposed release to USA Today. I believe this request was tagged by the Front Office and requires approval.

Thanks much.

Vania

From: (b) (6) [mailto:(b) (6)@dhs.gov]
Sent: Wednesday, November 25, 2009 12:54 PM
To: Lockett, Vania
Subject: Release of records to USA Today, ICE 10FOIA465

Vania, attached please see the release that ICE will send to Brad Heath of USA Today.

(b) (6)
Supervisory Paralegal Specialist, FOIA/PA
Freedom of Information Act Office
Immigration and Customs Enforcement

(b) (6) desk
(b) (6) blackberry

From: [Lockett, Vania](#)
To: (b) (6) <CTR>
Subject: FW: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present
Date: Monday, December 07, 2009 1:49:32 PM
Importance: High

Please flag these requests appropriately.

Thanks.

Vania

From: Papoi, Catherine
Sent: Monday, December 07, 2009 1:49 PM
To: FOIA Officers
Cc: Papoi, Catherine
Subject: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present
Importance: High

Please review the below list and determine if your component will be responding to any of the requests. Be aware that a request may not have been sent to you directly, but instead come to you as a referral from my office or another component. **Prior to final release, the DHS HQ Front Office will review the responses to the below FOIA requests. I will coordinate the process.** When your component finalizes the release, please forward the response letter and documents for release in a single .pdf file to Catherine.papoi@dhs.gov. **Again, it is very important that your office not send the response to the requester until I notify you that the response has been reviewed and is cleared to be sent to the requester.** If your office has already responded to one of the below requests, please forward the entire release package (letter and records) to me via email immediately. Thank you for your continued work on this "One DHS" coordination effort.

Catherine

Week of December 7, 2009:

- On November 27, 2009, **Anna Fry**, a representative of the *Rogers Morning News*, in Rogers, Arkansas, requested from Immigration and Customs Enforcement (ICE) statistics on the number of criminal aliens in Benton and Washington Counties, Arkansas identified under ICE's Secure Communities Program.
- On November 30, 2009, **Carrie Kahn**, a representative of the *National Public Radio*, in Culver City, California, requested from Immigration and Customs Enforcement (ICE) records related to an appeal of a Merit Systems Protection Board's decision, specifically a copy of the case file for Docket Number DA-0752-09-0332-I-1.
- On November 30, 2009, **Gili Shenhar**, a senior researcher with the **Gertner Institute for Epidemiology and Health Policy Research, Tel Aviv University (TAU)**, in Tel Aviv, Israel, requested from the Federal Emergency Management Agency (FEMA) a copy of the questionnaire that is used for emergency preparedness evaluation.
- On November 30, 2009, **Sharon Theimer**, a reporter with the **Associated Press (AP)**, in Washington, D.C., requested from the United States Secret Service (USSS) copies of any photographs, audio, or video of Michaele Salahi and/or Tareq Salahi taken November 24, 2009, and November 25, 2009.
- On December 1, 2009, **Sean Riordan**, a staff attorney with the **American Civil Liberties Union (ACLU)**, in San Diego, California, requested from Immigration and Customs

Enforcement (ICE) the medical records of their client who is confined in the San Diego Correctional Facility.

- On December 1, 2009, **Sharon Theimer**, a reporter with the **Associated Press (AP)**, in Washington, D.C., requested from the United States Secret Service (USSS) records relating to all breaches of security at official presidential events from Sept. 11, 2001, to the present, to include official presidential events at the White House, Capitol Hill or elsewhere.
- On December 1, 2009, **Brooke Williams**, an investigative reporter with the **Watchdog Institute**, in San Diego, California, requested from the Office of Inspector General (OIG) records related to an audit conducted in San Diego to determine costs of wildfire cleanup, specifically seeking correspondence that contain information relating to a construction company, its owners, or employees and the city of San Diego.
- On December 2, 2009, **Gervasio Morales Rodríguez**, Director of *Claridad* (Spanish-language weekly newspaper), in San Juan, Puerto Rico, requested from the United States Coast Guard (USCG) records concerning the deaths of Puerto Rican pro-independent leaders, specifically any information regarding the death of Juan Mari Brás, Paquita Pesquera Cantellops, and Santiago "Chagui" Mari Pesquera.
- On December 3, 2009, **Kevin McKeon**, an individual in Washington, D.C., requested from the Department of Homeland Security (DHS) correspondence between three former Members of Congress, their staff, and the Department.
- On December 4, 2009, **Suzanne Gamboa**, a representative of the *Associated Press (AP)*, in Washington, D.C., requested from the Department of Homeland Security (DHS) records relating to meetings on immigration reform held by Secretary Napolitano or DHS, including the names, affiliation and title of those in attendance of those meetings.

Week of November 30:

- On November 23, 2009, **Joel Thomas Shackelford**, an attorney with **Green de Bortnowsky & Quintanilla**, in Calabasas, California, requested from the United States Citizenship and Immigration Services (USCIS) records concerning CMB Export, CMB Infrastructure Investment Group, &/or Patrick Hogan or William Hurley. This request is related to EB-5 category requests.
- On November 24, 2009, **Morgan J.C. Scudi**, an attorney with **Scudi Johnson & Ayers**, in San Diego, California, requested from the United States Citizenship and Immigration Services (USCIS) records concerning the establishment of the South Dakota International Business Institute (SDIBI) as a USCIS designated Regional Center. This request is related to EB-5 category requests.
- On November 24, 2009, **Karen Kaiser**, Assistant General Counsel for *The Associated Press (AP)*, in New York, New York, appealed the September 24, 2009, response by U.S. Customs and Border Protection (CBP) to the July 23, 2009, FOIA request from the AP, requesting a copy of the prioritized list of 163 land ports of entry owned by Customs and Border Protection and the General Services Administration.

Week of November 21, 2009:

- On November 13, 2009, **David Shaffer**, a journalist for *The Star Tribune of Minneapolis*, in Minneapolis, Minnesota, requested from the United States Citizenship and Immigration Services (USCIS) a copy of all Notices of Intent to Deny (NOID) and all Requests for Evidence (RFE) issued in international child adoption cases to include the date of issue, country of origin, name of orphanage or care center, name of the United States adoption agency handling the adoption, age and sex of child, the state to which the child is proposed to be adopted, and the final disposition of the NOID/RFE with a summary of the reasons for agency action. Request has been closed as a Failure to Comply.
- On November 13, 2009, **David Alexander**, an attorney with **Masuda Funai**, in Chicago, Illinois, requested from the United States Citizenship and Immigration Services (USCIS) any information regarding the Chicagoland Foreign Investment Group Regional Center and the American Life Seattle Regional Center.

- On November 13, 2009, **Aidan Monaghan**, an individual from Las Vegas, Nevada, requested from the United States Secret Service (USSS) all visitors' logs to the White House on September 11-12, 2001.
- On November 16, 2009, **Steven Lee Craig**, an individual from Del City, Oklahoma, requested from the United States Citizenship and Immigration Services (USCIS) all information, documents, memorandum, faxes, e-mails, opinions, legal opinions, conference notes and other communications related to the publication of paragraph item found on page four of "The Citizen's Almanac", M-76 specific to: The Right to Run for Elected Office.
- On November 17, 2009, **Andrew Becker**, a staff reporter with the **Center for Investigative Reporting**, in Berkeley, California, requested from the Office of Inspector General (OIG) an investigative report concerning a third party.
- On November 17, 2009, **Patrick Reynolds**, an individual from Branchdale, Pennsylvania, requested from the United States Secret Service (USSS) all records to any visit that the following individuals made to the White House from 12:00 p.m. on January 20, 2009, to the present: Van Jones, William Ayers (ACORN founder), John Murtha and Arlen Specter.
- On November 19, 2009, **Michael Ravnitzky**, an individual from Silver Spring, Maryland, requested from the Department of Homeland Security (DHS) reports produced for congress by DHS, during the past three years, and which are not posted on the DHS public website.
- On November 19, 2009, the United States Department of Commerce referred to the Department of Homeland Security (DHS) documents responsive to a March 31, 2008, request from **Taylor Lincoln** of **Public Citizen** in Washington, D.C., seeking records concerning specific individuals or businesses that have lobbied the U.S. Department of Commerce since 2004 (listed by name in the request).

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: [Papoi, Catherine](#)
To: [Lockett, Vania](#)
Subject: Re: 2010F02506: Ravnitzky: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present
Date: Tuesday, December 08, 2009 8:25:34 AM

No problem. Just forward me a copy. 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
Cc: (b) (6)
Sent: Tue Dec 08 08:07:03 2009
Subject: FW: 2010F02506: Ravnitzky: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present

Catherine – attached is the response that went out. This went out before we received notification that the request had been tagged by the Front Office.

Sabrina – Can you still check with Leg Affairs to see if there is such a database that would capture all reports submitted to Congress in the past 3 yrs and whether we can readily identify those that are not published to the website?

Thx.

Vania

From: (b) (6) <CTR>
Sent: Tuesday, December 08, 2009 8:03 AM
To: Lockett, Vania; (b) (6)
Cc: Papoi, Catherine
Subject: RE: 2010F02506: Ravnitzky: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present

10-0148 was mailed out Thursday.

From: Lockett, Vania
Sent: Tuesday, December 08, 2009 7:57 AM
To: (b) (6)

Cc: (b) (6) <CTR>; Lockett, Vania; Papoi, Catherine
Subject: FW: 2010F02506: Ravnitzky: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present

Sabrina,

Did the letter for 10-148/Ravnitzky go out already? If not, please pull it back. This was tagged by the Front Office so the response needed to be cleared before going out since it was the final response. If it hasn't gone out already, let's check with Leg Affairs to see if there is a central database of reports to Congress.

Thanks.

Vania

From: Papoi, Catherine
Sent: Tuesday, December 08, 2009 7:44 AM
To: Lockett, Vania
Subject: Re: 2010F02506: Ravnitzky: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present

I would check with leg affairs to see if they have a central database.

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: Mon Dec 07 16:07:00 2009
Subject: FW: 2010F02506: Ravnitzky: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present

Catherine,

One of the requests tagged by the Front Office is as follows:

- On November 19, 2009, Michael Ravnitzky, an individual from Silver Spring, Maryland, requested from the Department of Homeland Security (DHS) reports produced for congress by DHS, during the past three years, and which are not posted on the DHS public website.

CBP brought to my attention the attached request, also from Ravnitzky, which specifically seeks a copy of Operation Safe Commerce, Phase II Final Report, Volume II, Detailed Final Report, December 2005. They are asking if this request should be consolidated under a DHS response. However, my

initial take on the broader request, seeking all reports to Congress for the past 3 years, (b) (5)
(b) (6) Do we have a central repository for all reports to Congress? In order to answer Ravnitzky's November 19 request, we'd have to first identify every report that was sent to Congress over the last 3 yrs and then identify which reports were never made public via our website. Does the Office of Congressional Affairs keep track of this sort of thing for all DHS components?

Thanks.

Vania

From: (b) (6) [mailto:(b) (6)]
Sent: Monday, December 07, 2009 3:57 PM
To: Lockett, Vania
Cc: (b) (6); KAY, ELISSA G
Subject: 2010F02506: Ravnitzky: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present

We received this request from Mr. Ravnitzky regarding congressional reports that have not been publically available. Please advise as to whether this is to be consolidated under a DHS response. This was brought to light when we received the ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present. It was a referral to us from FEMA.

<<2010F02506.pdf>>

(b) (6)
FOIA Division
Commercial Targeting & Enforcement
U.S. Customs & Border Protection
799 9th Street, NW
Washington, DC 20229-1177
Phone: (b) (6)
FAX: 202.325.0230

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From: [Papoi, Catherine](#)
To: [Lockett, Vania](#)
Subject: RE: DHS/OS/PRIV 10-0148
Date: Tuesday, December 08, 2009 9:44:14 AM

No problem. We will see if he can narrow it for us.

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, December 08, 2009 9:42 AM
To: Papoi, Catherine; (b) (6) <CTR>
Cc: 'Papoi, Catherine'
Subject: RE: DHS/OS/PRIV 10-0148

Catherine,

I just spoke to Marsha Bynum who confirmed that OLA is only able to track those reports that were submitted to Congress and signed by OLA's Assistant Secretary because OLA tracks its reports via ECT. As for the other components of DHS, some components do transmit reports to Congress through OLA; however, those are not always tracked in ECT. Also, there may be reports that are submitted directly to Congress by the components, and since not all components track their reports via ECT, there is no centralized database to retrieve the information.

To answer the FOIA request would require a two-part process: (1) each component of DHS would need to individually search for reports submitted to Congress over the last 3 years; and (2) each component would have to review their websites to determine which reports are publicly available on the web.

Thanks.

Vania

From: Papoi, Catherine
Sent: Tuesday, December 08, 2009 9:32 AM
To: Lockett, Vania; (b) (6) <CTR>
Cc: Papoi, Catherine
Subject: FW: DHS/OS/PRIV 10-0148

But is that only for OLA reports? Is there a database that tracks what every component sends to Congress or is that in ECT?

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: Bynum, Marsha
Sent: Tuesday, December 08, 2009 9:01 AM
To: (b) (6)
Cc: Lockett, Vania; Papoi, Catherine; (b) (6) <CTR>
Subject: RE: DHS/OS/PRIV 10-0148

H (b) (6)

I just spoke with Toni regarding this matter. OLA enters Reports to Congress signed by its Assistant Secretary in ECT.

Marsha Bynum

From: (b) (6)
Sent: Tuesday, December 08, 2009 8:53 AM
To: Bynum, Marsha
Cc: Lockett, Vania; Papoi, Catherine
Subject: DHS/OS/PRIV 10-0148

Good Morning Marsha,

Per my voicemail I left you this morning, we received a FOIA request requesting all reports produced for Congress by DHS in the past 3 years that are not posted on the DHS public internet website. Does your office have a database that would generate all reports submitted to Congress in the past 3 years and if we can readily identify those reports that are not published to the DHS public internet website?

(b) (6)
Disclosure and FOIA Operations Manager
Privacy Office
U.S. Department of Homeland Security
Direct Phone: (b) (6)
Fax: (703) 235-0443

From: [Lockett, Vania](#)
To: [Lockett, Vania](#)
Subject: FW: (PRIV) Please reply by COB Wednesday.
Date: Wednesday, February 17, 2010 2:56:34 PM

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

From: Lockett, Vania [<mailto:Vania.Lockett@dhs.gov>]
Sent: Wednesday, June 10, 2009 6:52 PM
To: Grossman, Jordan
Cc: Fox, Julia; Callahan, Mary Ellen
Subject: RE: (PRIV) Please reply by COB Wednesday.

By letter dated June 5, 2009, DHS responded to a request from Homeland Security Today for documents relating to CRCL's objections or concerns about the report. This request was denied in full, as the responsive documents were found to contain the following types of information, which are exempt from release under FOIA:

- internal administrative and personnel matters, such as operating rules, guidelines, and manual of procedures of examiners or adjudicators, to the extent that disclosure would risk circumvention of an agency regulation or statute, impede the effectiveness of an agency's activities, or reveal sensitive information that may put the security and safety of an agency activity or employee at risk.
- inter- or intra-agency documents that are normally privileged in the civil discovery context.
- information the release of which would cause a clearly unwarranted invasion of personal privacy.
- records compiled for law enforcement purposes, the release of which would disclose techniques and/or procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law.
- information about any individual when disclosure of information about him could reasonably be expected to endanger the life or physical safety of any individual.

From: Grossman, Jordan
Sent: Wed 6/10/2009 6:15 PM
To: Lockett, Vania
Cc: Fox, Julia; Callahan, Mary Ellen
Subject: RE: (PRIV) Please reply by COB Wednesday.

Thank you. We need a specific answer in plain language as to why the request about CRCL's objections was denied.

From: Lockett, Vania
Sent: Wednesday, June 10, 2009 6:13 PM
To: Grossman, Jordan

Cc: Fox, Julia; Callahan, Mary Ellen
Subject: Re: (PRIV) Please reply by COB Wednesday.

Understood. Does the explanation of exemptions below suffice or do you require further information?

Thanks.

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

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From: Grossman, Jordan
To: Lockett, Vania
Cc: Fox, Julia; Callahan, Mary Ellen
Sent: Wed Jun 10 17:23:43 2009
Subject: RE: (PRIV) Please reply by COB Wednesday.

We will schedule the meeting, but we need plain language answers to the specific questions we're asking for our weekly report, which is due tomorrow morning.

From: Lockett, Vania
Sent: Wednesday, June 10, 2009 5:18 PM
To: Grossman, Jordan
Cc: Fox, Julia; Callahan, Mary Ellen
Subject: RE: (PRIV) Please reply by COB Wednesday.

Jordan,

If you're interested in learning more about the application of the FOIA exemptions, it may be useful to take Mary Ellen up on her offer to have our office provide you with FOIA training. In the interim, here is a basic description of the FOIA exemptions, copied from the DHS FOIA website found at www.dhs.gov/foia.

FOIA Exemptions

Exemption 1 - Protects information that is properly classified in the interest of national security pursuant to Executive Order 12958.

Exemption 2

* 2(high) - Protects information applicable to internal administrative and personnel matters, to the extent that disclosure would risk circumvention of an agency regulation or statute, impede the effectiveness of an agency's activities, or reveal sensitive information that may put the security and safety of an agency activity or employee at risk.

Examples of information the Department of Homeland Security may withhold using 2(high): Law enforcement manuals, telephone numbers/contact information, lead contacts for certain schedule activities or appointments

* 2(low) - Protects records that are related to internal matters of a relatively trivial nature.

Example of information the Department of Homeland Security may withhold using 2(low): Internal administrative tracking numbers or file numbers

Exemption 3 - Protects information exempted from release by statute.

Example of information the Department of Homeland Security may withhold using 3: Information protected by the Critical Infrastructure Act of 2002; e.g.: information pertaining to actual, potential, or threatened interference with, attack on, compromise of, or incapacitation of critical infrastructure or protected systems by either physical or computer-based attack or other similar conduct (including the misuse of or unauthorized access to all types of communications and data transmission systems) that violates federal, state, or local law, harms interstate commerce of the United States, or threatens public health or safety

Exemption 4 - Protects trade secrets and commercial or financial information which could harm the competitive posture or business interests of a company.

Example of information the Department of Homeland Security may withhold using 4: Commercially valuable formulas or other proprietary information not customarily released to the public entity from whom the information is obtained.

Exemption 5 - Protects the integrity of the deliberative or policy-making processes within the agency by exempting from mandatory disclosure opinion, conclusions, and recommendations included within inter-agency or intra-agency memoranda or letters.

Example of information the Department of Homeland Security may withhold using 5: Draft documents and recommendations or other documents that reflect the personal opinion of the author rather than official agency position.

Exemption 6 - Protects information that would constitute a clearly unwarranted invasion of personal privacy of the individuals involved.

Example of information the Department of Homeland Security may withhold using 6: Social Security Numbers, home addresses and telephone numbers, certain identifying information regarding Department employees.

Exemption 7 - Protects records or information compiled for law enforcement purposes the release of which could reasonably be expected:

* 7(A) - to interfere with enforcement proceedings.

Example of information the Department of Homeland Security may withhold using 7(A): Records pertaining to an open law enforcement investigation.

* 7(B) - would deprive a person of a right to a fair trial or an impartial adjudication.

Example of information the Department of Homeland Security may withhold using 7(B): Information that could potentially contaminate a jury pool.

* 7(C) - to constitute an unwarranted invasion of the personal privacy of a third party/parties (in some instances by revealing an investigative interest in them).

Example of information the Department of Homeland Security may withhold using 7(C): Identifying information of individuals associated with a law enforcement proceeding; i.e. law enforcement officers' names, witness/interviewee identifying information.

* 7(D) - to disclose the identity/identities of confidential sources.

Example of information the Department of Homeland Security may withhold using 7(D): Identifying information of confidential informants.

* 7(E) - would disclose techniques and procedures for law enforcement investigations or prosecutions.

Example of information the Department of Homeland Security may withhold using 7(E): Law enforcement manuals, records pertaining to Watch Lists.

* 7(F) -to endanger the life or physical safety of an individual.

Example of information the Department of Homeland Security may withhold using 7(F): Identifying information of law enforcement officers.

Exemption 8 - Protects information that is contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions.

Example of information the Department of Homeland Security may withhold using 8: Exemption rarely invoked by Department of Homeland Security

Exemption 9 - Protects geological and geophysical information and data, including maps, concerning wells.

If you would like the complete text from the FOIA statute, please visit <http://www.usdoj.gov/oip/amended-foia-redlined.pdf>.

Thanks.

Vania

From: Grossman, Jordan
Sent: Wednesday, June 10, 2009 4:53 PM
To: Lockett, Vania
Cc: Fox, Julia
Subject: RE: (PRIV) Please reply by COB Wednesday.

What does the statute referenced in the second bullet below say in plain language? In other words,

why was the request denied?

Thanks!

From: Lockett, Vania
Sent: Wednesday, June 10, 2009 8:06 AM
To: Grossman, Jordan
Cc: Fox, Julia
Subject: RE: (PRIV) Please reply by COB Wednesday.

Jordan,

As it relates to the request of J. Scott Detamore, my office has tasked I&A to identify records that are responsive to the specific items requested. A response is due to this office June 19, 2009.

As for the other pending requests relating to the rightwing extremism product, DHS is continuing to search for and review responsive records. Additionally, the following responses were recently issued:

* By letter dated June 2, 2009, DHS responded to a Fox News request for source documents related to specific conclusions made in the report. DHS issued a partial no record determination and provided Fox News with lists of publicly available source documents.

* By letter dated June 5, 2009, DHS responded to a request from Homeland Security Today for documents relating to CRCL's objections or concerns about the report. This request was denied in full pursuant to Title 5 U.S.C. § 552 (b)(2)(low), (b)(2)(high), (b)(5), (b)(6), (b)(7)(E), and (b)(7)(F).

Please give me a call if you have questions.

Vania T. Lockett, CIPP/G

Acting Departmental Disclosure Officer

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>

From: Grossman, Jordan
Sent: Tuesday, June 09, 2009 9:28 PM
To: Lockett, Vania
Cc: Fox, Julia
Subject: (PRIV) Please reply by COB Wednesday.

Hi,

Some follow-up on the weekly report:

Have we had any other developments/requests related to the right-wing report recently?

* 5/25: J. Scott Detamore, Managing Attorney for the Mountain States Legal Foundation in Lakewood, CO, requested DHS information pertaining to Right-wing Extremism: Current Economic and Political Climate Fueling Resurgence in Radicalization and Recruitment. Currently processing request.

Thanks!

Jordan Grossman

Special Assistant to the Chief of Staff

Office of the Secretary

U.S. Department of Homeland Security

(w): (b) (6)

(c): (b) (6)

jordan.grossman@dhs.gov

From: [Grossman, Jordan](#)
To: [Callahan, Mary Ellen](#); [Fox, Julia](#)
Cc: [Callahan, Mary Ellen](#); [Kropf, John](#); [Lockett, Vania](#); [Shlossman, Amy](#)
Subject: Re: Request for Information -- securing data
Date: Wednesday, December 09, 2009 7:32:16 PM

We're certainly happy to do that - all other component and office heads have designated points of contact for weekly reports and other taskings, which is why we didn't contact you directly.

From: Callahan, Mary Ellen
To: Fox, Julia; Grossman, Jordan
Cc: Callahan, Mary Ellen <Mary.Ellen.Callahan@dhs.gov>; Kropf, John; Lockett, Vania <Vania.Lockett@dhs.gov>
Sent: Wed Dec 09 19:28:14 2009
Subject: Request for Information -- securing data

Julia and Jordan:

I understand from Vania you have asked the below question. Please address me directly, or use the Exec Sec process, when asking such overarching questions about the functioning of the entire office. We weren't certain of the context, but tried to give concrete responses. The PRIV office is below. Please let me know if you need the information in a different format or level of detail.

What DHS has accomplished this year in terms of standards for securing personal data?

For the period January 1, 2009, until December 7, 2009:

- PRIV worked with the CISO to update DHS 4300, the compliance document that reports on security standards for DHS information systems.
- PRIV issued a "Handbook for Safeguarding Sensitive Personally Identifiable Information" that guides Department employees and contractors (and are designing an advanced training course specifically on this topic);
- PRIV includes general training on safeguarding PII in our mandatory privacy and security training courses.
- PRIV completed the following privacy compliance documents:
 - Privacy Threshold Analysis (PTA) – 566
 - Privacy Impact Analysis (PIA) – 54
 - System of Records Notice (SORN) – 20

The completion of these documents means that the Department is aware of the systems with PII and is actively protecting the PII handled in them.

Thanks,
Mary Ellen

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
Website: www.dhs.gov/privacy

From: [Lockett, Vania](#)
To: [Papoi, Catherine](#)
Cc: (b) (6) [Lockett, Vania](#)
Subject: Response to 10-0126/Liberty Counsel (Tagged Request)
Date: Saturday, December 12, 2009 11:06:05 AM
Attachments: [10-0126 Counsel Acknowledgement Letter.doc](#)
[10-0126 Counsel Initial Request.pdf](#)

Catherine,

The attached response pertains to a request tagged by the Front Office. Please let me know once you receive clearance to release this to the requester.

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)
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Papoi, Catherine

From: Lockett, Vania
Sent: Sunday, December 13, 2009 2:43 PM
To: Papoi, Catherine
Cc: Lockett, Vania; (b) (6) <CTR>
Subject: Partial Release to 09-990/Washington Post (Tagged Request)
Follow Up Flag: Follow up
Flag Status: Red
Attachments: 09-990 O'Harrow Initial Request.pdf; 09-990 Washington Post_Draft Interim Response.doc; 09-990 Release 1 Docs.pdf

Catherine,

Attached for your review is a proposed first interim response to a FOIA request from the Washington Post seeking records relating to communications between DHS and lawmakers regarding ARRA spending, which has been tagged by the Front Office. Although the 26 pages of records that we intend to release have been released previously to CBS News, I am providing this proposed interim response for clearance.

Please let me know if there are any questions.

Vania T. Lockett, CIPP/G

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Papoi, Catherine

From: Papoi, Catherine
Sent: Tuesday, December 15, 2009 12:44 PM
To: Holzerland, William
Subject: RE: ***FRONT OFFICE REVIEW REQUESTED***

Lol. No, but I do think we may want to discuss further...

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: Holzerland, William
Sent: Tuesday, December 15, 2009 12:42 PM
To: Papoi, Catherine
Subject: Re: ***FRONT OFFICE REVIEW REQUESTED***

Wow. Should I ping S1 on this at the town hall? I am sitting 5 feet away from her.

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

From: Papoi, Catherine
To: Holzerland, William
Sent: Tue Dec 15 12:34:24 2009
Subject: FW: ***FRONT OFFICE REVIEW REQUESTED***

On point with yesterday's discussion...

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
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U.S. Department of Homeland Security
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From: Callahan, Mary Ellen
Sent: Tuesday, December 15, 2009 12:29 PM
To: Papoi, Catherine
Subject: RE: ***FRONT OFFICE REVIEW REQUESTED***

I know I know, I completely understand. With that said, when you get a support person, she/he can proof them (if they are still going up). This level of attention is CRAZY. I really really want someone to foia this whole damn 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
Website: www.dhs.gov/privacy

From: Papoi, Catherine
Sent: Tuesday, December 15, 2009 12:27 PM
To: Callahan, Mary Ellen
Subject: RE: ***FRONT OFFICE REVIEW REQUESTED***

The problem is that I currently have 98 requests that are tagged by the front office for tracking and forwarding to the front office. I simply don't have the time or staff to review all of those requests before we send them on. Quite honestly, we shouldn't have to as these are GS-15s (and SES in some cases) in the components writing and signing these letters. Not to mention, we are not just talking the letters, but also the redacted documents for release so potentially hundreds of pages. Between dealing with OGC's constant stonewalling efforts, component pushback (over which I actually have no supervisory authority), and front office meddling/delays, I honestly don't know how we are expected to run an efficient disclosure program! If I devote myself 100% to tagged request "pre-review", I will not have any time to manage the disclosure program. If the front office insists on continuing this "review" effort, then maybe the front office should deal directly with the components. I don't want their lack of attention to detail reflecting poorly on my program, but I don't have a supervisory hammer to change their methods anyway.

C

Catherine Papoi, J.D., CIPP/G
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From: Callahan, Mary Ellen
Sent: Tuesday, December 15, 2009 12:05 PM
To: Papoi, Catherine
Subject: FW: ***FRONT OFFICE REVIEW REQUESTED***

As suspected, immediately forwarded to Amy. Hopefully she understands why I didn't use the "approve" word. See the comment on the letter we need to proofread this stuff.

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
Website: www.dhs.gov/privacy

From: Shlossman, Amy
Sent: Tuesday, December 15, 2009 11:57 AM
To: Callahan, Mary Ellen
Subject: RE: ***FRONT OFFICE REVIEW REQUESTED***

We should talk about this further when we meet, but part of the timing issue in this review process is my staff ends up making edits to address basic typos in these response letters. Look at the recipient address in the attached- the name of the organization is wrong and the city is misspelled.

From: Grossman, Jordan
Sent: Tuesday, December 15, 2009 11:47 AM
To: Shlossman, Amy
Subject: FW: ***FRONT OFFICE REVIEW REQUESTED***

From: Callahan, Mary Ellen [mailto:Mary.Ellen.Callahan@dhs.gov]
Sent: Tuesday, December 15, 2009 11:27 AM
To: Grossman, Jordan; Papoi, Catherine; Fox, Julia
Cc: Callahan, Mary Ellen
Subject: Re: ***FRONT OFFICE REVIEW REQUESTED***

Please expedite. And to be clear, this is a review, not an approval. Let's make sure we use the proper term.

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

Cell: (b) (6)

From: Grossman, Jordan <Jordan.Grossman@dhs.gov>
To: Papoi, Catherine <Catherine.Papoi@dhs.gov>; Fox, Julia <Julia.Fox@dhs.gov>
Cc: Callahan, Mary Ellen <Mary.Ellen.Callahan@dhs.gov>
Sent: Tue Dec 15 11:12:13 2009
Subject: Re: ***FRONT OFFICE REVIEW REQUESTED***

No - we are reviewing today.

From: Papoi, Catherine <Catherine.Papoi@dhs.gov>
To: Grossman, Jordan <Jordan.Grossman@dhs.gov>; Papoi, Catherine <Catherine.Papoi@dhs.gov>; Fox, Julia <Julia.Fox@dhs.gov>
Cc: Callahan, Mary Ellen <Mary.Ellen.Callahan@dhs.gov>
Sent: Tue Dec 15 11:08:08 2009
Subject: RE: ***FRONT OFFICE REVIEW REQUESTED***

Is the release approved by 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: 703.235.0790/Fax: 703.235.0443

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From: Grossman, Jordan [mailto:Jordan.Grossman@dhs.gov]
Sent: Tuesday, December 15, 2009 11:06 AM
To: Papoi, Catherine; Grossman, Jordan; Fox, Julia
Cc: Callahan, Mary Ellen
Subject: Re: ***FRONT OFFICE REVIEW REQUESTED***

This is my fault - I was out of the office until this morning.

From: Papoi, Catherine <Catherine.Papoi@dhs.gov>
To: Grossman, Jordan <Jordan.Grossman@dhs.gov>; Fox, Julia <Julia.Fox@dhs.gov>
Cc: Papoi, Catherine <Catherine.Papoi@dhs.gov>; Callahan, Mary Ellen <Mary.Ellen.Callahan@dhs.gov>
Sent: Tue Dec 15 11:02:14 2009
Subject: RE: ***FRONT OFFICE REVIEW REQUESTED***

Julia and Jordan,
Anything on the below response? Your review determination was due yesterday. We need to make sure that we flip these ASAP so we can eliminate any lag in getting the responses to the requesters. Under the Statute we have 20 business days to get the response to the requester and in this case, yesterday was the 20th day. Under the Statute, the requester now has the right to allege constructive denial and take us to court. Please advise

soonest. Thank you.

Thanks,
C

Catherine Papoi, J.D., CIPP/G
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U.S. Department of Homeland Security
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From: Papoi, Catherine [mailto:Catherine.Papoi@dhs.gov]
Sent: Wednesday, December 09, 2009 2:04 PM
To: Grossman, Jordan; Fox, Julia
Cc: Papoi, Catherine
Subject: ***FRONT OFFICE REVIEW REQUESTED***

Jordan and Julia,

OIG forwarded the attached proposed response for your review. Pursuant to your September 30, 2009 email, your office will review the release and provide a response to my office within three days of receipt. Please let me know as soon as you have finalized your review. Thank you!

C

Catherine Papoi, J.D., CIPP/G
Deputy Chief FOIA Officer
Director, Departmental Disclosure & FOIA
U.S. Department of Homeland Security
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have received this in error, please reply immediately to the sender and delete this message.
Thank you.

From: (b) (6) [mailto:(b) (6)]
Sent: Wednesday, December 09, 2009 1:37 PM
To: Papoi, Catherine
Cc: Gallo, Katherine
Subject: Andrew Becker (OIG FOIA file# 2010-19)

Good Afternoon Ms. Papoi:

Attached is OIG's response in the above-captioned FOIA request. Please let us know when we can mail the attached response. Thanks so much!

<<Becker Response.pdf>>

(b) (6)

DHS/Office of Inspector General

Office of Counsel

(202) 254-4001

From: [Lockett, Vania](#)
To: [Papoi, Catherine](#)
Subject: Ravnitzky: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present
Date: Wednesday, December 16, 2009 2:13:44 PM

Catherine,

I asked all DHS FOIA Officers to notify us if they'd received the Ravnitzky request for copies of reports submitted to Congress over the past 3 years. The following are the only components that indicated they have received it:

- US-VISIT: Because US-VISIT has a relatively small number of reports compared to the larger components of DHS, US-VISIT is looking into whether they can proactively post their reports to the website, eliminating the need to handle this through FOIA.
- USCIS: USCIS is checking with their leg affairs office to determine how involved the search for records will be and will follow up with our office with a fee estimate.
- USCG: USCG is also checking with their leg affairs office to determine what the estimated cost of search will be. I have asked USCG not to issue any response without running it by this office.

Thanks.

Vania

From: Lockett, Vania
To: Papoi, Catherine
Sent: Mon Dec 07 16:07:00 2009
Subject: FW: 2010F02506: Ravnitzky: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present

Catherine,

One of the requests tagged by the Front Office is as follows:

- On November 19, 2009, Michael Ravnitzky, an individual from Silver Spring, Maryland, requested from the Department of Homeland Security (DHS) reports produced for congress by DHS, during the past three years, and which are not posted on the DHS public website.

CBP brought to my attention the attached request, also from Ravnitzky, which specifically seeks a copy of Operation Safe Commerce, Phase II Final Report, Volume II, Detailed Final Report, December 2005. They are asking if this request should be consolidated under a DHS response. However, my initial take on the broader request, seeking all reports to Congress for the past 3 years, **b5** [REDACTED] Do we have a central repository for all reports to Congress? In order to answer Ravnitzky's November 19 request, we'd have to first identify every report that was sent to Congress over the last 3 yrs and then identify which reports were never made public via our website. Does the Office of Congressional Affairs keep track of this sort of thing for all DHS components?

Thanks.

Vania

From: (b) (6) [mailto:(b) (6)]
Sent: Monday, December 07, 2009 3:57 PM
To: Lockett, Vania
Cc: (b) (6) KAY, ELISSA G
Subject: 2010F02506: Ravnitzky: ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present

We received this request from Mr. Ravnitzky regarding congressional reports that have not been publically available. Please advise as to whether this is to be consolidated under a DHS response. This was brought to light when we received the ***FRONT OFFICE REVIEW NOTIFICATION*** for November 21-present. It was a referral to us from FEMA.

<<2010F02506.pdf>>

(b) (6)
FOIA Division
Commercial Targeting & Enforcement
U.S. Customs & Border Protection
799 9th Street, NW
Washington, DC 20229-1177
Phone (b) (6)
FAX: 202.325.0230

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From: [Fox, Julia](#)
To: [Lockett, Vania](#); [Papoi, Catherine](#)
Cc: [Grossman, Jordan](#)
Subject: RE: (FOIA) Please reply by 4pm today
Date: Wednesday, December 16, 2009 2:51:04 PM

Vania –

That works – can you just send us any notable ones by Friday morning?

Thank you!
Julia

From: Lockett, Vania
Sent: Wednesday, December 16, 2009 2:45 PM
To: Fox, Julia; Papoi, Catherine
Cc: Grossman, Jordan
Subject: RE: (FOIA) Please reply by 4pm today

Julia – the components generally report these to us by COB each Thursday. How soon do you need this information?

Thanks.

Vania

From: Fox, Julia
Sent: Wednesday, December 16, 2009 2:41 PM
To: Lockett, Vania; Papoi, Catherine
Cc: Grossman, Jordan
Subject: RE: (FOIA) Please reply by 4pm today

Thank you! The only other thing is the question as to whether there are any high-profile FOIA requests that have come in since Friday that we should include in this week's report (since there won't be a report next week).

Thanks,
Julia

From: Lockett, Vania
Sent: Wednesday, December 16, 2009 11:48 AM
To: Fox, Julia; Papoi, Catherine
Cc: Grossman, Jordan
Subject: RE: (FOIA) Please reply by 4pm today

Julia,

I have an answer from ICE regarding the MOA. The 287(g) MOA is for Hudson County, New Jersey. ICE has also posted 287(g) MOAs for 64 other jurisdictions – those documents are available at the following link under “287(g) Memorandums of Agreement/Understanding”:

<http://www.ice.gov/foia/readingroom.htm>

Please let me know if you have any questions or need additional information.

Thanks.

Vania

From: Lockett, Vania
Sent: Wednesday, December 16, 2009 8:09 AM
To: Fox, Julia; Papoi, Catherine
Cc: Grossman, Jordan
Subject: RE: (FOIA) Please reply by 4pm today

Julia,

1 – What does “pending perfected” mean?

As for your first question, the Department of Justice defines “pending request” and “perfected request” as follows:

Pending Request – A request for which an agency has not taken final action in all respects.

Perfected Request – A FOIA request for records which adequately describes the records sought, which has been received by the FOIA office of the agency or agency component in possession of the records, and for which there is no remaining question about the payment of applicable fees.

A “pending perfected” request would be one that meets both of the criteria above.

2 – What was the jurisdiction of the MOA?

You will find a list of the 287(g) MOUs that ICE has posted to its reading room at <http://www.ice.gov/foia/readingroom.htm#37>. There are several for the month of October so I will need to follow up with ICE to determine the jurisdiction of the particular agreement referenced in the weekly report. I will have an answer for you by 4pm today.

3 – Can you please confirm that this is accurate?

No, this is not accurate. USCIS will not accept FOIA requests via telephone. USCIS is, however, centralizing its customer service efforts so that the USCIS National Customer Service Center toll free number will provide a one-stop shop for immigration information, as well as FOIA-related information, facilitating communication for those who do not have access to or the ability to use a computer.

Thank you.

Vania

From: Fox, Julia
Sent: Wednesday, December 16, 2009 7:46 AM
To: Lockett, Vania; Papoi, Catherine
Cc: Grossman, Jordan
Subject: (FOIA) Please reply by 4pm today

Dear Vania and Catherine,

Below are a few follow-up questions for the weekly report.

In addition to these follow-ups, we wanted to check in and see if anything high profile has come up since last Friday. We will not be doing a weekly report next week, so if there is anything to add we would like to include it in this week's report.

Thank you for your help.

1 – What does “pending perfected” mean?

- On **December 9th**, **Yvette Chin** with the **National Security Archive** in Washington, D.C., requested from DHS and its components, copies of the 10 oldest pending perfected FOIA requests for FY 2009.

2 – What was the jurisdiction of the MOA?

- Immigration and Customs Enforcement (ICE) posted to its FOIA Reading Room one 287(g) Memorandum of Agreement signed by the ICE Assistant Secretary in October 2009, and 34 detention facility reviews conducted by the ICE Office of Detention and Removal Operations.

3 – Can you please confirm that this is accurate?

- By the end of **January 2010**, U.S. Citizenship and Immigration Services (USCIS) will allow customers to make Freedom of Information Act (FOIA) requests through the USCIS National Customer Service Center toll free number, providing a one-stop shop for immigration information and facilitating communication for those who do not have access to or the ability to use a computer.

Julia Fox
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