



Case No.: 2020-00805-FOIA-OS

April 15, 2020

Mr. Aaron Siri
Attorney
Siri & Glimstad
200 Park Avenue
17th Floor
New York, NY 10166

Dear Mr. Aaron Siri:

This is the final response to your March 27, 2020, Freedom of Information Act (FOIA) request. You requested the following: "...A copy of the guidance, manual, regulation, instruction, protocol, report, and/or directions describing the process for conducting an enterprise email search pursuant to a FOIA request..."

The Assistance Secretary for Public Affairs (ASPA) conducted a search for responsive records and located two pages. After a careful review of these pages, I have determined to release them to you in their entirety.

If you are not satisfied with any aspect of the processing and handling of this request, you have the right to seek dispute resolution services from:

HHS FOIA/PA Public Liaison
FOI/Privacy Acts Division
Assistant Secretary for Public Affairs (ASPA)
Office of the Secretary (OS)
U.S. Department of Health and Human Services (HHS)
200 Independence Avenue, SW, Suite 729H
Washington, DC 20201

Telephone: (202) 690-7453
Fax: (202) 690-8320
E-mail: HHS_FOIA_Public_Liaison@hhs.gov

and/or:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road – OGIS
College Park, MD 20740-6001

Telephone: 202-741-5770
Toll-Free: 1-877-684-6448

E-mail: ogis@nara.gov

Fax: 202-741-5769

There are no charges in this instance because the billable costs are less than our threshold of \$25.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Brandon J. Gaylord". The signature is fluid and cursive, with the first name "Brandon" and last name "Gaylord" clearly distinguishable.

Brandon J. Gaylord
Supervisory Government Information Specialist
and HHS FOIA/PA Public Liaison

Enclosure(s)

**HHS USER/SUBJECT EMAIL & FILE RECORDS SEARCH
REQUEST FORM**

NAME OF HHS REQUESTER:

DATE:

LOCATION/PHONE NUMBER OF HHS REQUESTER:

For questions regarding the file/email search:

For responsive records delivery:

Email notification of delivery to:

NAME OF HHS OpDiv / StaffDiv SEARCH APPROVING OFFICIAL:

NAME OF EMPLOYEE(S) WHOSE OFFICIAL RECORDS REQUIRE AN OFFICIAL SYSTEM SEARCH:

LOCATION OF EMPLOYEE(s):
EXISTING CASE NAME or File Name:

Original FOIA Case:
Litigation Case:

TIME FRAME:
As soon as possible.

DATA BEING REQUESTED:

- Hard Drive Outlook Files
- Outlook Read Access To Mailbox
- Archive PST files
- User Network Drive

SPECIAL HANDLING NOTES AND SEARCH PARAMETERS:

Responsive records should be placed in the following:

Search Words or Terms, If Applicable:

[Use the below language if/as applicable]

PLEASE LIMIT SEARCH the “Participants” fields (to, from, cc, bcc) between HHS employees listed above and the following domain names:

Within the above universe, please search for the following terms:

Please do not provide unsearchable/unindexable results for this request

Please EXCLUDE:

- 1) “donotreply” in the to/from field **OR**
- 2) “for immediate release” in the subject or body fields **OR**
- 3) “unsubscribe” in the body field

Specific Dates and/or Timeframes to Search: