**Read Instructions in Section E prior to completing the search sheet**

**Section A. Request Details (APHIS FOIA Office Completes)**

**Program Name:** APHIS - VS (Veterinary Services)

**Liaison:** Rickey Polk

**FOIA Request No.:** 2024-APHIS-04050-F

**Requester Name:** Lindsay Burback

**Requester Affiliation**: MuckRock News DEPT MR 160710

**Date Sent to Program:** April 16, 2024

**Response Due Back to FOIA:** April 23, 2024

**Section B. Searcher Details (Person Conducting Search Completes)**

1. **Name/Title: Shauna Parsons**
2. **Program/Division/Unit: USDA/APHIS/VS**
3. **Grade level/Locality/Hourly salary (**[**lookup here**](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/)**): 9**
4. **Date you began searching**: 04/18/2024
5. **Hours Spent Searching (use 15-minute increments, e.g., 1 hour 15 minutes) 20 minutes.**

**Explain why you or your unit would maintain records on this subject. I don’t maintain records on this topic because I’m not a part of this workload.**

**Section C. Search Information (Person Conducting Search Completes)**

1. **Type of search conducted (Select all that apply)**

**\_\_ Manual Outlook Email Search**

| **Folders or subfolders searched** | Entire Computer drive |
| --- | --- |
| **Search terms used** | All key words that would assist with finding this topic. |

**\_\_ IT Email and/or Drive Search** (attach IT/eDiscovery search form) N/A

**\_\_ Electronic Drive Search (Personal, Shared drives, SharePoint, OneDrive, External Media)—add rows as needed**

| **Drive Type** | **File Path or Folders Searched** | **Search Terms, if applicable** |
| --- | --- | --- |
| **N/A** |  |  |

**N/A\_\_ Database (Check all that apply)**

**\_\_ Name of Database(s) and module, (if applicable):**

**\_\_ Data Search** (specify search terms)

|  |
| --- |
|  |

**\_\_ Standard Report** (specify name or identifier)

**\_\_ Custom Report** (specify parameters)

**\_\_ Document Retrieval** (specify retrieval method)

**N/A\_\_ Paper Files** (select all that apply)

**\_\_Central Files** (specify location and which folder(s))

**\_\_ Individual’s Files** (specify name of individual, location, which folder(s))

**\_\_ Other** (provide details)

1. **Why were these specific files selected for search?** N/A

**Section D. Search Results (Person Conducting Search Completes)**

1. **Were responsive records located?**

**X\_\_** No. Check and explain reason for not locating records:

 **\_\_** Records destroyed due to records retention period; Disposition Authority/file code

 \_\_ Records lost

 \_\_ Never created

 X\_\_ Other (See instructions for additional explanations)

 List which requested records were not located, if known, provide any other information—add rows as needed

| I wasn’t a part of this topic and workload. I do not have any records pertaining to this topic. |
| --- |

**\_\_** Yes, check and continue to fill out form.

1. **Responsive Records Located--add rows as needed**

| **List record or group/category of records submitted**  | **List item/item # of request record(s) is responsive to** | **# of Pages** |
| --- | --- | --- |
|  |  |  |

\*Note: if you are only providing a portion of document (e.g., only relevant data from a spreadsheet, explain how the data was filtered)

1. **Do you believe the records contain sensitive information?**

\_\_ No

If already publicly available, please indicate where:

\_\_ Uncertain

\_\_ Yes (Select all that apply, indicate which records might have these sensitivities and why)

 \_\_ protected by statute (provide complete citation)

 \_\_ confidential business information / trade secrets

 \_\_ internal deliberations

\_\_ attorney client documents

 \_\_ personal privacy

 \_\_ law enforcement document

1. **Is there active or probable litigation associated with these records?**

\_\_ No or not aware

\_\_ Yes (provide OGC contact)

1. **Do you wish to review the documents prior to release to the requester?**

(This should only be requested in limited cases when the documents are especially sensitive.)

\_\_ No

\_\_ Yes, provide name and email of the reviewer.

**14. Special Notes** (Anything else we need to know?)

**Section E. Search Sheet Instructions**

Completing this section is essential in documenting your search and the information is used by the FOIA team to communicate the sufficiency of the search to the requester. It may also need to be produced in the event of litigation. This form will be reviewed by the FOIA staff and returned if there are deficiencies.

1. Enter your full name and official title.
2. Enter your program / division / unit names
3. Enter your grade level or equivalent if not on the GS scale and hourly salary (Visit OPM for hourly salary rates here: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>).
4. Enter the date that you began searching for records.
5. Enter the number of hours you spent searching for records (in 15-minute increments).  Searching is the process of looking for and retrieving records or information responsive to a request. Search time includes page-by-page or line-by-line identification of information within records and the reasonable efforts expended to locate and retrieve information from electronic records. It does not include discussing the request, completing this form, or converting documents to PDF format.
6. Indicate here why you might maintain records on the topic of the request.  For example, did you help develop a policy, conduct an inspection, perform an analysis, etc.  If you were not directly involved, indicate the involvement of your unit. If there are other personnel that should also be searching for records, please let your FOIA Liaison know.
7. This captures the type of search you conducted. Did you search through email, a database, a file cabinet, etc., and how did you search--by date, by name, and with what search terms? These fields should contain enough information to enable a different person to recreate your search and get the same results.
8. This field should indicate some reason for why you selected the locations/files you searched i.e., why are these locations/files where records would be if they existed?
9. Indicate whether records were located during your search. In some cases, you will not be able to provide any responsive documents related to the entire request or a part of a request.  It is important that we collect information about why this is the case.  Common explanations include:
* we should have this record, but couldn’t locate it
* agency did not document activity
* agency not involved with activity
* destroyed in accordance with records schedule (note: if records exist, they must be provided, even if they should have been destroyed)
* legal ownership transferred to National Archives
* legal ownership transferred to another agency who assumed function
* unauthorized disposition (records destroyed without being scheduled, or before date-eligible for destruction)
* electronic files unrecoverable
* emergency disposal authority granted by National Archives (normally associated with natural disaster)

Please note that it is even more important to document how we conducted our search for records and why it was a sufficient search in those instances where we do not locate any records.

1. Responsive Records Located
	1. This outlines the records located during your search that you will submit to the FOIA office. This list helps the FOIA analyst identify the records during review and identify whether any requested items have been missed.  If you have many records you can group them together based on some commonality (e.g., inspection reports). If a request asks for multiple documents or types of records, It is important that you link each document the portion of the request it is responsive to. These items may or may not be numbered in the request.  If they are not numbered, create a short title for each part (e.g., policy development; correspondence; reports) that can be easily identified.
	2. There is also an area to indicate if only a portion of document is being provided.  For example, on large data sheets only a small portion of the data may be responsive to the request.  In these cases, rather than providing the entire sheet, you may provide only the portion that is responsive to the request.  This area allows you to explain how you filtered the sheet to only provide the responsive content.
	3. Please note the number of pages if you are able to quantify. This helps us to double check that what we received is what you intended to transmit. If the numbers don’t match up, we’ll come back to you to determine where the discrepancy is and it can help us avoid problems down the road.
2. Indicate whether the records contain sensitive information -- *FOIA Office can provide explanations for each category*
3. Indicate whether you are aware of any active or probable litigation associated with records responsive to this request.
4. Indicate whether you wish to review the documents, or a specific set of documents prior to release to the requester.  This will allow you to review what the FOIA analyst exempted from disclosure.  This should be requested in limited cases when the documents are especially sensitive or notifications to outside parties may be necessary or appropriate.
5. Special notes—This area provides room for you to tell the FOIA office anything else we may need to know or to elaborate on any of the above responses.