

Kelly, Andrea

From: Baker, James D.
Sent: Thursday, May 03, 2012 8:56 PM
To: Kelly, Andrea
Cc: Hale, James
Subject: RE: FOIA-2012-00799
Attachments: 2012-00799.docx

Here is our response and attached is the complete FOIA referral form.

FY 2008		
	Staff	\$39,660
	Travel	\$5,197
	Printing	\$70
	Supplies	\$2
	Total	\$44,929
FY 2009	Staff	\$55,900
FY 2010	Staff	\$43,454
FY 2011	Staff	\$14,839

From: Kelly, Andrea
Sent: Tuesday, April 24, 2012 9:45 AM
To: Baker, James D.
Subject: FOIA-2012-00799

James,

As explained below, on April 16 we received a FOIA request regarding documents related to FTC expenditures in the matter of Gemtronics Inc. I have been in contact with the Southeast Regional Office, which handled this investigation. However, because the request asks for information regarding expenditures, I thought your office may have responsive records. The matter numbers relating to this case are 0823080 and D09330.

Please feel free to contact me with any questions, at x2836.
Thank you!

Andrea Kelly
Paralegal Specialist
Federal Trade Commission
Office of the General Counsel
(202) 326-2836

From: Kelly, Andrea
Sent: Wednesday, April 18, 2012 4:59 PM
To: Walton, Doris P.
Subject: FOIA-2012-00799

Good Afternoon,

On April 16, we received a FOIA request for documents relating to expenditures by the FTC in the matter of Gemtronics, as well as expenditures for the preparation of an expert report by Omar Kucuk. (See attached request letter for more detail). It covers the period from September 1, 2008 to present. We have reason to believe that your office may have responsive records, relating to matter numbers 0823080 and D09330.

Here are some key points for responding:

1. You need to search promptly for responsive records, whether or not they will ultimately be subject to disclosure. This is because we are under a preservation obligation as soon as a FOIA request is received.
2. Send any documents responsive to this request to me, Andrea Kelly in HQ-585. If you have questions about whether documents are responsive or you need assistance downloading or providing the documents, please call me at ext. 2836. If you have a legal question, please contact OGC attorney Dione Stearns, who supervises the program.
3. Please send (or provide access to) all responsive records, even if you expect parts or the entire package to be withheld under one of the nine FOIA exemptions. The FOIA office must have a record showing we have carefully reviewed all responsive documents. If there is information that will help the FOIA Office's review, please include the information in the comments field of the attached referral form.
4. Once the FOIA Office completes its initial review, we will send the documents back to you with any proposed redactions based on applicable FOIA exemptions. At that point you can raise any objections you may have to the information we propose to release, and we can discuss additional redactions. We will always make sure you understand what information is being released before we send records to the requester.
5. Please be sure to send the signed referral form (attached) along with the responsive documents. *(When opening the referral form, please select "Enable Macros" when prompted so that it appears in the proper format.)* If your search reveals no responsive records, please return the referral form with your signature, the time it took you to search and a statement in the comments field that you searched and found no responsive documents. If you believe additional offices or individuals may have responsive records, please specify that information on your form.
6. The FOIA stipulates that we respond within 20 working days, so we need to do our best to meet the deadline for this request, May 14. Note that we are not permitted to charge the requester for search time if we miss the deadline.
7. Additional information can be found at <https://ftcintranet.ftc.gov/cfportal/foia/index.cfm>.

If you have any questions or concerns, or if it seems like the search for documents will take much over one to two hours, please don't hesitate to contact me at ext. 2836.

Thank you for your time!

Sincerely,

Andrea Kelly
Paralegal Specialist
Federal Trade Commission
Office of the General Counsel
(202) 326-2836