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Cc: [Katz, Andrea](#); [White, Helen](#); [Minnis, Rory](#)
Subject: [EXTERNAL] Recap on Call re FOIA Request 16-01992-F
Date: Thursday, February 11, 2016 10:08:33 AM

Leah -

Thank you for speaking with us today. Here are our notes regarding the discussion and next steps:

- VBA has determined it has materials responsive only to requests number 10, 12, 13, 14, 15, 16, 17, some of 19 and some of 20.
- You will reach out to IT and FOIA folks in the Louisville branch to see if someone is available to speak with us about what files are locked, what "locked" means, the timeline for "unlocking" these documents and whether there are any responsive files that are not locked. Please let us know when:
 - you have contacted Louisville; and
 - you have identified someone in the Louisville office who can speak with us.
- You have indicated that none of the records requested are in VBA's Washington, DC office and that it is possible and simple on your end to transfer requests between offices. If this is the case, once we have spoken with Louisville and conferred with our clients, we may decide to transfer our request to the Louisville branch. It is our understanding that transferring the request from one section of VBA to another would in no way impact the timeline for VBA's response to the request.

As we mentioned on the call, the 20 day period for VBA to respond to the request has already lapsed and our clients are eager to get the information they requested. We want to reiterate that nothing in our conversation today altered the scope of our clients' request and they are entitled to and expect a determination on every item in the request filed (16-01992-F).

Best,
Joya Sonnenfeldt, Rory Minnis, Andrea Katz, Helen White

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