



Department of Energy
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

April 13, 2015

CERTIFIED MAIL

Mr. John Girgenti
Gilbert LLP
1100 New York Avenue Northwest
Washington, D.C. 20005

Dear Mr. Girgenti:

FREEDOM OF INFORMATION ACT REQUEST (FOI 2015-01133)

Your electronic Freedom of Information Act (FOIA) request was received in this office on April 7, 2015. In your request you asked for "any and all records relating to or mentioning work done at the facility or supervised by Burns and Roe Enterprises, Inc., Winona Hudson Corporation, Burns and Roe Group, Inc., Burns and Roe Construction Group, Inc., and/or Burns and Roe Services Corporation in the 1960s, 1970's and 1980's."

The FOIA requires that a request must reasonably describe the records sought and be made in conformance with the procedural rules of the agency before the request shall, for purposes of the FOIA and PA, be deemed to have been received by the agency. A description of a requested document would be sufficient if it enabled a professional employee, who was familiar with the subject area of the request, to locate the record with a reasonable amount of effort.

The DOE regulation that implements the FOIA provides that a request "must enable the Department to identify and locate the records sought by a process that is not unreasonably burdensome or disruptive of DOE operations." The regulation further states that, where possible, specific information regarding dates, titles, offices to be searched, file designations, and other information that may help identify the records should be supplied by the requester.

In your request you did not reasonably describe the specific records you were seeking. You did not identify any offices, files, or documents that would permit a search of DOE or contractor files for responsive documents. Thus, to comply with the FOIA, you must identify with greater specificity the records you seek, or the files and offices at DOE, or its contractors, that may have information of interest to you.

On April 7, 2015, I left a voice mail message with you requesting that you contact me. As of today I have not received a response. If you need assistance to reformulate your request to comply with the FOIA, please contact me at the above address or on (509) 376-6288. If we do not hear from you within seven days from the date of this letter, we will consider your request closed.

Mr. John Girgenti

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April 13, 2015

If you have any questions regarding your request, please contact me at our address above or on (509) 376-6288.

Sincerely,

-Original Signed By -

Dorothy Riehle
Freedom of Information Act Officer
Office of Communications
and External Affairs

OCE:DCR