

CRRI-F02-450 002

Ms. Brenda Dolan
FOIA/PA Officer
U.S. Department of Commerce
14th Street & Constitution Ave., N.W.
Rm 6020
Washington, D.C. 20230

August 27, 2002

RECEIVED
2002 AUG 28 A 10: 20
OFFICE OF COMMERCE
FOIA INFORMATION ACT

Facsimile No. (202) 482-3270

Re: FOIA/Privacy Act Request

Dear Ms. Dolan:

This is a request under the Freedom of Information Act as amended, 5 U.S.C. 552, in conjunction with the Privacy Act, 5 U.S.C. 552(a).

I request that a copy of the following documents be provided to me: any records concerning me, my employment, or investigations into my conduct during my employment at the U.S. Patent and Trademark Office that are contained in phone, electronic, and written records of the Office of the Inspector General.

Specifically, I would like included in the information you provide to me a copy of any information or documents in your records concerning complaints filed against me, informational documents and papers filed in support of such complaints, any investigation of my conduct, and any other matter concerning me or my employment.

In order to help determine my status to assess fees, you should know that I am an individual seeking information for personal use and not for commercial use.

I am aware that I am entitled to make this request under the Freedom of Information Act, and if the agency response is not satisfactory, I am prepared to make an administrative appeal. Please indicate to me the name of the official to whom such an appeal should be addressed.

I am aware that if my request is denied, I am entitled to know the grounds for this denial.

I am aware that while the law allows the agency to withhold specified categories of exempted information, it is required by law to release any segregable portions that are left after the exempted material has been deleted from the data I am seeking.

I am aware that the fees for the first 100 pages of duplication in non-commercial FOIA requests are waived. Also, search fees for Privacy Act requests are waived. I am willing to pay fees for this request up to a maximum of \$100.00. If you estimate that the fees will exceed this limit, please inform me first. However, the amended FOIA requires you to reduce or waive search and/or copying fees under certain conditions.

OIG

Respectfully submitted,

(b)(6)

[Redacted signature]

[Redacted text]

[Redacted text]

(W) [Redacted text]

(H) [Redacted text]

cc:
Ms. Elizabeth T. Barlow
Counsel to the Inspector General
U.S. Department of Commerce
Office of the Inspector General
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