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**Fw: FOIA Request GSA-2023-001784 Submitted**

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**Jacqueline Stevens** <jacqueline-stevens@northwestern.edu>  
To: Kendall Grace McKay <KendallMcKay2024@u.northwestern.edu>

Tue, Aug 1, 2023 at 2:42 PM

Thank you! Please upload to Box.

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From: [no-reply@foiaonline.gov](mailto:no-reply@foiaonline.gov) <[no-reply@foiaonline.gov](mailto:no-reply@foiaonline.gov)>  
Sent: Tuesday, August 1, 2023 2:28 PM  
To: Jacqueline Stevens  
Subject: FOIA Request GSA-2023-001784 Submitted

This message is to confirm your request submission to the FOIAonline application: View Request<[- \\* Tracking Number: GSA-2023-001784
- \\* Requester Name: Jacqueline Stevens
- \\* Date Submitted: 08/01/2023
- \\* Request Status: Submitted
- \\* Description:](https://urldefense.com/v3/__https://foiaonline.gov/foiaonline/action/public/submissionDetails?trackingNumber=GSA-2023-001784&type=Request__;!!Dq0X2DkFhyF93HkjWTBQKhk!R27AE1OiQND_fytPQ1O8YIGfimcHFebR1c-tlI02c2GTQcnMr11XvGx3UzGqJlqy37pSyQ7ceTrtkDOqeE_xNVNnmvpS71JAyBOWW8$> . Request information is as follows:</p></div><div data-bbox=)

FREEDOM OF INFORMATION ACT APPEAL for GSA-2023-000902

To Whom It May Concern:

I write under the Freedom of Information Act to appeal the final determination for GSA-2023-000902. Please note that the cover letter indicated a url for my appeal that is not working:

On February 23, 2023, I requested documents (Standard Form (SF) 258 forms) from the General Services Administration (GSA) under the Freedom of Information Act. My request was assigned the following internal tracking number: GSA-2023-000902.

On May 11, 2023, I received a response to my request in a letter signed by Amanda Jones. GSA claimed it had no SF 258 forms responsive to my criteria; instead, GSA sent SF 135 forms and various FAR cases (both of which were outside of my search criteria and dates). GSA claimed these records were responsive to my request criteria but they were not. On information and belief, GSA possesses these records and the productions I received indicate failure to search all locations likely to have responsive records.

The SF 258 forms I am requesting must be maintained and disclosed under the FOIA because they fall under the definition of "record," per 44 U.S.C. 3301. The items I am requesting are also treated as "records" in the General Records Schedule (GRS) maintained by the National Archives and Records Administration (NARA) and cannot be moved or destroyed without documentation. Again, I do not believe that the records can be legally destroyed but if they were, then GSA is obligated to retain records on this. Documentation on records retention, moving, or destruction would be responsive to my request and was not provided.

Thank you for your time and attention to this appeal.

