



November 14, 2018

VIA ONLINE PORTAL

Michael Toland, Ph.D.
Departmental FOIA Officer
Office of Privacy and Open Government
U.S. Department of Commerce
14th and Constitution Avenue NW
Mail Stop 52010FB
Washington, D.C. 20230
Via FOIAOnline

Re: Freedom of Information Act Request

Dear Dr. Toland:

Pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the Department of Commerce's (Commerce) implementing regulations, American Oversight makes the following request for records.

Secretary Ross reportedly maintained ownership of numerous businesses while in office that may have given rise to conflicts of interest.¹ Although Secretary Ross has now reportedly formally divested from many of these business interests, reports indicate that those ownership interests have merely been passed to a family trust.² And records released to American Oversight suggest that Secretary Ross discussed business matters with Chevron executives while his wife owned a stake of more than \$250,000 in that corporation.³

American Oversight seeks records with the potential to shed light on whether Secretary Ross has complied with his ethical obligations, and whether and to what extent Secretary Ross may have communicated with entities that affect his personal financial interests.

¹ Matthew Yglesias, *Commerce Secretary Wilbur Ross Is Tied Up in Major Financial Conflicts of Interest*, VOX (June 20, 2018, 8:00 AM), <https://www.vox.com/2018/6/20/17479170/wilbur-ross-corruption>.

² *Id.*

³ Dan Alexander, *Wilbur Ross Scheduled Meetings With Chevron, Boeing Despite Conflicts of Interest*, FORBES, Oct. 25, 2018, <https://www.forbes.com/sites/danalexander/2018/10/25/wilbur-ross-scheduled-meetings-with-chevron-boeing-despite-conflicts-of-interest/#1c822baf4d0e>.



Requested Records

American Oversight requests that Commerce produce the following within twenty business days:

All records reflecting the content of the following meetings that appear on Secretary Ross' publicly released calendars, including any calendar entries, written communications about the meetings, agendas, lists of meeting attendees, minutes, summaries, handwritten notes, or materials exchanged during the meetings. This request includes all records reflecting communications with Commerce Department Ethics officials before or following the meetings listed below, including any ethics determinations, referrals, waivers, or authorizations regarding Secretary Ross's participation in these meetings.

- A) Secretary Ross's March 22, 2017, meeting with Chevron CEO John Watson, Vice President Maria Pica Karp and International Government Affairs Manager Jay Thompson. In addition to Secretary Ross and any confidential assistant or scheduler acting on his behalf, we request that Commerce search the records of Eric Branstad, Jennifer Andberg, James Uthmeier and Julius Svoboda.
- B) Secretary Ross's March 30, 2017, meeting with Boeing CEO Dennis Muilenberg. In addition to Secretary Ross and any confidential assistant or scheduler acting on his behalf, we request that Commerce search the records of International Trade Specialist Fred Elliott, Deputy Director of the Advocacy Center Americo Tadeau, and Director of the Executive Secretariat, International Trade Administration, Valerie McNeill.
- C) Secretary Ross's September 22, 2017, call to Boeing CEO Dennis Muilenberg. We request that Commerce search the records of Secretary Ross, former Chief of Staff Wendy Teramoto, and any assistants or schedulers acting on their behalf.
- D) Secretary Ross's October 2, 2017, call to Boeing CEO Dennis Muilenberg. We request that Commerce search the records of Secretary Ross, former Chief of Staff Wendy Teramoto, and any assistants or schedulers acting on their behalf.
- E) Secretary Ross's May 17, 2017, meeting with the executive board of the Rail Security Alliance. In addition to Secretary Ross and any confidential assistant or scheduler acting on his behalf, we request that Commerce search the records of Hunter Hall, Angel Larrauri, James Rockas, Zachery Michel and Grant Gardner.
- F) Secretary Ross's May 18, 2017, lunch with Bill Furman. We request that Commerce search the records of Secretary Ross, former Chief of Staff Wendy Teramoto, and any assistants or schedulers acting on their behalf.
- G) Secretary Ross's June 5, 2017, meeting with Eliot Honaker and family. In addition to Secretary Ross and any confidential assistant or scheduler acting on his behalf, we

request that Commerce search the records of Brooke Alexander, John Guido and Wendy Teramoto.

- H) Secretary Ross's June 5, 2017, meeting with Henry Paulson and Deborah Lehr. In addition to Secretary Ross and any confidential assistant or scheduler acting on his behalf, we request that Commerce search the records of Brooke Alexander, John Guido and Wendy Teramoto.
- I) Secretary Ross's August 10, 2017, call with Henry Paulson. In addition to Secretary Ross and any confidential assistant or scheduler acting on his behalf, we request that Commerce search the records of Wendy Teramoto and Earl Comstock.
- J) Secretary Ross's April 21, 2017, meeting with Henry Paulson and Deborah Lehr. In addition to Secretary Ross and any confidential assistant or scheduler acting on his behalf, we request that Commerce search the records of John Guido and Brooke Alexander.

Please produce all responsive records from February 28, 2017, to the date the search is conducted.

In addition to the records requested above, American Oversight also requests records describing the processing of this request, including records sufficient to identify search terms used and locations and custodians searched and any tracking sheets used to track the processing of this request. If your agency uses FOIA questionnaires or certifications completed by individual custodians or components to determine whether they possess responsive materials or to describe how they conducted searches, we also request any such records prepared in connection with the processing of this request.

American Oversight seeks all responsive records regardless of format, medium, or physical characteristics. In conducting your search, please understand the terms "record," "document," and "information" in their broadest sense, to include any written, typed, recorded, graphic, printed, or audio material of any kind. We seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages and transcripts, notes, or minutes of any meetings, telephone conversations or discussions. Our request includes any attachments to these records. **No category of material should be omitted from search, collection, and production.**

Please search all records regarding agency business. **You may not exclude searches of files or emails in the personal custody of your officials, such as personal email accounts.** Records of official business conducted using unofficial systems or stored outside of official files is subject to the Federal Records Act and FOIA.⁴ **It is not adequate to rely on policies and procedures that**

⁴ See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, 827 F.3d 145, 149–50 (D.C. Cir. 2016); cf. *Judicial Watch, Inc. v. Kerry*, 844 F.3d 952, 955–56 (D.C. Cir. 2016).

require officials to move such information to official systems within a certain period of time; American Oversight has a right to records contained in those files even if material has not yet been moved to official systems or if officials have, through negligence or willfulness, failed to meet their obligations.⁵

In addition, please note that in conducting a “reasonable search” as required by law, you must employ the most up-to-date technologies and tools available, in addition to searches by individual custodians likely to have responsive information. Recent technology may have rendered your agency’s prior FOIA practices unreasonable. **In light of the government-wide requirements to manage information electronically by the end of 2016, it is no longer reasonable to rely exclusively on custodian-driven searches.**⁶ Furthermore, agencies that have adopted the National Archives and Records Administration (NARA) Capstone program, or similar policies, now maintain emails in a form that is reasonably likely to be more complete than individual custodians’ files. For example, a custodian may have deleted a responsive email from his or her email program, but your agency’s archiving tools would capture that email under Capstone. Accordingly, American Oversight insists that your agency use the most up-to-date technologies to search for responsive information and take steps to ensure that the most complete repositories of information are searched. American Oversight is available to work with you to craft appropriate search terms. **However, custodian searches are still required; agencies may not have direct access to files stored in .PST files, outside of network drives, in paper format, or in personal email accounts.**

Under the FOIA Improvement Act of 2016, agencies must adopt a presumption of disclosure, withholding information “only if . . . disclosure would harm an interest protected by an exemption” or “disclosure is prohibited by law.”⁷ If it is your position that any portion of the requested records is exempt from disclosure, American Oversight requests that you provide an index of those documents as required under *Vaughn v. Rosen*, 484 F.2d 820 (D.C. Cir. 1973), *cert. denied*, 415 U.S. 977 (1974). As you are aware, a *Vaughn* index must describe each document claimed as

⁵ See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, No. 14-cv-765, slip op. at 8 (D.D.C. Dec. 12, 2016) (“The Government argues that because the agency had a policy requiring [the official] to forward all of his emails from his [personal] account to his business email, the [personal] account only contains duplicate agency records at best. Therefore, the Government claims that any hypothetical deletion of the [personal account] emails would still leave a copy of those records intact in [the official’s] work email. However, policies are rarely followed to perfection by anyone. At this stage of the case, the Court cannot assume that each and every work-related email in the [personal] account was duplicated in [the official’s] work email account.” (citations omitted)).

⁶ Presidential Memorandum—Managing Government Records, 76 Fed. Reg. 75,423 (Nov. 28, 2011), <https://obamawhitehouse.archives.gov/the-press-office/2011/11/28/presidential-memorandum-managing-government-records>; Office of Mgmt. & Budget, Exec. Office of the President, Memorandum for the Heads of Executive Departments & Independent Agencies, “Managing Government Records Directive,” M-12-18 (Aug. 24, 2012), <https://www.archives.gov/files/records-mgmt/m-12-18.pdf>.

⁷ FOIA Improvement Act of 2016 § 2 (Pub. L. No. 114-185).

exempt with sufficient specificity “to permit a reasoned judgment as to whether the material is actually exempt under FOIA.”⁸ Moreover, the *Vaughn* index “must describe *each* document or portion thereof withheld, and for *each* withholding it must discuss the consequences of disclosing the sought-after information.”⁹ Further, “the withholding agency must supply ‘a relatively detailed justification, specifically identifying the reasons why a particular exemption is relevant and correlating those claims with the particular part of a withheld document to which they apply.’”¹⁰

In the event some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If it is your position that a document contains non-exempt segments, but that those non-exempt segments are so dispersed throughout the document as to make segregation impossible, please state what portion of the document is non-exempt, and how the material is dispersed throughout the document.¹¹ Claims of nonsegregability must be made with the same degree of detail as required for claims of exemptions in a *Vaughn* index. If a request is denied in whole, please state specifically that it is not reasonable to segregate portions of the record for release.

You should institute a preservation hold on information responsive to this request. American Oversight intends to pursue all legal avenues to enforce its right of access under FOIA, including litigation if necessary. Accordingly, you are on notice that litigation is reasonably foreseeable.

To ensure that this request is properly construed, that searches are conducted in an adequate but efficient manner, and that extraneous costs are not incurred, American Oversight welcomes an opportunity to discuss its request with you before you undertake your search or incur search or duplication costs. By working together at the outset, American Oversight hopes to decrease the likelihood of costly and time-consuming litigation in the future.

Where possible, please provide responsive material in electronic format by email or in PDF or TIF format on a USB drive. Please send any responsive material being sent by mail to American Oversight, 1030 15th Street NW, Suite B255, Washington, DC 20005. If it will accelerate release of responsive records to American Oversight, please also provide responsive material on a rolling basis.

Fee Waiver Request

In accordance with 5 U.S.C. § 552(a)(4)(A)(iii) and your agency’s implementing regulations, American Oversight requests a waiver of fees associated with processing this request for records. The subject of this request concerns the operations of the federal government, and the disclosures

⁸ *Founding Church of Scientology v. Bell*, 603 F.2d 945, 949 (D.C. Cir. 1979).

⁹ *King v. U.S. Dep’t of Justice*, 830 F.2d 210, 223–24 (D.C. Cir. 1987) (emphases in original).

¹⁰ *Id.* at 224 (citing *Mead Data Central, Inc. v. U.S. Dep’t of the Air Force*, 566 F.2d 242, 251 (D.C. Cir. 1977)).

¹¹ *Mead Data Central*, 566 F.2d at 261.

will likely contribute to public understanding of those operations. Moreover, the request is primarily and fundamentally for non-commercial purposes.

American Oversight requests a waiver of fees because disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of activities of the government. The disclosure of the information sought under this request will document and reveal the operations of the federal government, including how the highest-ranking officials in the Commerce Department comply with their ethical obligations to avoid conflicts of interest. Specifically, the records requested here will shed light on whether and to what extent Secretary Ross, and high-ranking officials in his agency, have communicated with businesses in which Secretary Ross has financial interests.¹² The American public deserves to know whether a cabinet official has financial interests that conflict with the interests of the public. And, as described below, American Oversight has the intention and ability to disseminate the records it received to a broad audience.

This request is primarily and fundamentally not for commercial purposes, but rather the primary interest is in public disclosure of responsive records. As a 501(c)(3) nonprofit, American Oversight does not have a commercial purpose and the release of the information requested is not in American Oversight's financial interest. American Oversight's mission is to promote transparency in government, to educate the public about government activities, and to ensure the accountability of government officials. American Oversight uses the information gathered, and its analysis of it, to educate the public through reports, press releases, or other media. American Oversight also makes materials it gathers available on its public website and promotes their availability on social media platforms, such as Facebook and Twitter.¹³ American Oversight has demonstrated its commitment to the public disclosure of documents and creation of editorial content. For example, after receiving records regarding an ethics waiver received by a senior DOJ attorney,¹⁴ American Oversight promptly posted the records to its website and published an analysis of what the records reflected about DOJ's process for ethics waivers.¹⁵ As another example, American Oversight has a project called "Audit the Wall," where the organization is gathering and analyzing information and

¹² See Yglesias, *supra* note 1.

¹³ American Oversight currently has approximately 11,900 page likes on Facebook and 45,800 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Nov. 9, 2018); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Nov. 9, 2018).

¹⁴ *DOJ Civil Division Response Noel Francisco Compliance*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/document/doj-civil-division-response-noel-francisco-compliance>.

¹⁵ *Francisco & the Travel Ban: What We Learned from the DOJ Documents*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/francisco-the-travel-ban-what-we-learned-from-the-doj-documents>.

commenting on public releases of information related to the administration's proposed construction of a barrier along the U.S.-Mexico border.¹⁶

Accordingly, American Oversight qualifies for a fee waiver.

Conclusion

We share a common mission to promote transparency in government. American Oversight looks forward to working with your agency on this request. If you do not understand any part of this request, have any questions, or foresee any problems in fully releasing the requested records, please contact Dan McGrath at foia@americanoversight.org or (202) 897-4213. Also, if American Oversight's request for a fee waiver is not granted in full, please contact us immediately upon making such a determination.

Sincerely,



Austin R. Evers
Executive Director
American Oversight

¹⁶ *Audit the Wall*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/investigation/audit-the-wall>.