

April 11, 2014

Chief, Freedom of Information/Privacy Acts Office  
U.S. Small Business Administration  
409 3rd Street, S.W.  
Washington, DC 20416

Freedom of Information Act Request

Dear FOIA Officer:

This is a request under the Freedom of Information Act. I request that a copy of documents containing the following information be provided to me:

- The documents that would indicate all outbound phone calls made by Carol Wilkerson from the SBA Press Office for the time period March 1, 2014 through April 1, 2014.

In order to help to determine my status for purposes of determining the applicability of any fees, you should know that I am the Public Affairs Analyst for a not-for-profit news gathering organization and am seeking information for use in our group's research and not for commercial use. All documents are requested in order to serve the public interest.

If necessary to discuss any aspect of my request, I would prefer all communication to be in written format, either via email to [sgodfrey@asbl.com](mailto:sgodfrey@asbl.com), or via letter.

Thank you for your consideration of this request.

Sincerely,

Steve Godfrey | Public Affairs Analyst  
[sgodfrey@asbl.com](mailto:sgodfrey@asbl.com)  
American Small Business League  
3910 Cypress Dr.  
Petaluma CA, 94954  
(707) 789-9575

## Steven

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**From:** FOIA <FOIA@sba.gov>  
**Sent:** Monday, April 14, 2014 3:20 AM  
**To:** Steven  
**Subject:** FW: Freedom of Information Act Request  
**Attachments:** FOIA-20140311 SBA Carol Wilkerson Phone Calls.docx

Mr. Steve Godfrey  
American Small Business League  
3910 Cypress Dr.  
Petaluma, CA 94954

RE: FOIA 2014-411-01

Dear Mr. Godfrey:

This office is in receipt of your attached Freedom of Information Act (FOIA) request pertaining to Carol Wilkerson's outbound phone calls between March 1 and April 1, 2014.

As this office operates in the appellate capacity, initial requests are referred to the agency office that may maintain the requested information. Therefore, your request is being referred to the Office of Communications and Public Liaisons for FOIA processing. That office will respond directly to you with disclosure and fee determinations, if appropriate, their contact numbers are (202) 205-6919 or 8520.

Please feel free to contact us if we can be of further assistance.

Sincerely,

Lisa J. Babcock  
Chief, Freedom of Information/  
Privacy Acts Office

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**From:** Steven [<mailto:sgodfrey@asbl.com>]  
**Sent:** Friday, April 11, 2014 1:08 PM  
**To:** FOIA  
**Subject:** Freedom of Information Act Request

Dear FOIA Officer:

Attached is a request under the Freedom of Information Act. I request that a copy of documents containing the following information be provided to me:

- The documents that would indicate all outbound phone calls made by Carol Wilkerson from the SBA Press Office for the time period March 1, 2014 through April 1, 2014.

In order to help to determine my status for purposes of determining the applicability of any fees, you should know that I am the Public Affairs Analyst for a not-for-profit news gathering organization and am seeking information for use in our group's research and not for commercial use. All documents are requested in order to serve the public interest.

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Thank you for your consideration of this request.

Sincerely,

**Steve Godfrey**

*Membership Director / Public Affairs Analyst*

American Small Business League

(707) 789-9575



[sgodfrey@ASBL.com](mailto:sgodfrey@ASBL.com)

[www.ASBL.com](http://www.ASBL.com)



U.S. Small Business Administration  
Washington, DC 20416

May 8, 2014

Mr. Steven Godfrey  
American Small Business League  
3910 Cypress Drive  
Petaluma, CA 94954

Re: April 11, 2014 ASBL FOIA Request # 14-411-01 for all outbound phone calls made by Carol Wilkerson

Dear Mr. Godfrey,

This is in response to your FOIA request dated April 11, 2014 requesting the documents that would indicate all outbound phone calls made by Carol Wilkerson from the SBA Press Office for the time period March 1, 2014 through April 1, 2014. This letter was forwarded to our office on April 14, 2014 for response.

A formal request was made to the Office of the Chief Information Officer, Director of IT Operations to review documents recording all outbound calls made by Ms. Wilkerson phone number (202) 205-8520 between the requested dates of March 1, 2014 – April 1, 2014. The records show no long distance calls during that time period. Only outgoing long distance calls are recorded and maintained in a file, local calls are not.

Should you deem this reply unsatisfactory, you may appeal this decision to the Chief, Freedom of Information/Privacy Act Office, U.S. Small Business Administration, 409 Third Street, SW, Washington DC 20416. You must submit an appeal within 60 days of the date of the notice of denial. Your appeal should contain a description of the information denied, the name and title of the SBA official or employee who denied the request, the reason for the denial, and any other facts you deem appropriate.

Sincerely,

A handwritten signature in dark ink, appearing to read "T. R. Sutherland", written over a horizontal line.

Terrence R. Sutherland  
Director, Press Office  
Office of Communications and Public Liaison  
U.S. Small Business Administration  
409 Third Street, SW  
Washington, DC 20416  
(202) 205-6919

