

Subject: RE: FOIA Request (MULTI-19-1453-1481)
Date: Monday, December 16, 2019 at 12:35:54 PM Eastern Standard Time
From: Ricker, Monique T. EOP/USTR
To: FOIA, FN-USTR-FOIA
Attachments: image002.png, image001.png

Mr. Wood,

This email is the final response of the Office of the United States Trade Representative (USTR) to the Freedom of Information Act (FOIA) FY20-30 submitted on November 19, 2019 requesting, all guidance, directives, instructions, policies, and procedures regarding using properties owned by the Trump Organization for government-sponsored conferences, meetings or travel as well as reimbursement for meals, overnight stays, or other expenses incurred at properties owned by the Trump Organization; and all records reflecting costs reimbursed or paid directly by USTR for visits to any property owned by the Trump Organization. The timeframe for the search was between July 24, 2019 and November 20, 2019, the date the search was conducted.

After a search of our files, we did not locate records responsive to your request. We confirmed our (lack of) findings with the Office of Administration which is the record holder for all USTR policies and also responsible for making all travel arrangements and receiving, approving, paying, reimbursing and auditing travel expenses.

This constitutes a complete response to your request. You may contact me or my colleague Janice Kaye at FOIA@ustr.eop.gov or 202-395-3419 for further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with the response to this request, you may also administratively appeal by writing to: FOIA Office, ATTN: Janice Kaye, Office of the US Trade Representative, Anacostia Naval Annex, Bldg. 410/Door 123, 250 Murray Lane, S.W., Washington, D.C. 20509.

Your appeal must be postmarked or electronically transmitted within 90 days of the date of the response to your request. Both the letter and the envelope should be clearly marked: "Freedom of Information Act Appeal" and should include a reference to the FOIA Case File number listed above. Heightened security in force may delay mail delivery; therefore we suggest that you also email any such appeal to foia@ustr.eop.gov.

In the event you are dissatisfied with the results of any such appeal, judicial review will thereafter be available to you in the United States District Court for the judicial district in which you reside or have your principal place of business, or in the District of Columbia, where we searched for the records you requested.

Thank you,
Monique

Monique T. Ricker
FOIA Program Manager/Attorney