

# **Exhibit A**

U.S. Department of Homeland Security  
Washington, DC 20536-5009



**U.S. Immigration  
and Customs  
Enforcement**

October 29, 2013

DAVID GLUCKMAN  
MUCKROCK NEWS  
DEPT MR 7040, PO BOX 55819  
BOSTON, MA 02205-5819

**Re: 2014FOIA1723**

Dear Gluckman:

This acknowledges receipt of your October 9, 2013, Freedom of Information Act (FOIA) request to the Immigration and Customs Enforcement (ICE), for 1. Any and all records containing instruction, guidance, or direction for ICE employees, investigators, field offices, or contractors working with, for, or under the direction of ICE, when conducting Form 1-9 inspections, related to classifying Form 1-9 violations as "technical" or "substantive," created, developed, maintained, used, implemented, and/or disseminated (internally or externally) by ICE on or after November 25, 2008; and 2. Any and all records containing instruction, guidance, or direction for ICE employees, investigators, field offices, or contractors working with, for, or under the direction of ICE, when conducting Form 1-9 inspections, related to calculating fine amounts for Form 1-9 violations, that were created, developed, maintained, used, implemented, and/or disseminated (internally or externally) by ICE on or after November 25, 2008. Your request was received in this office on October 25, 2013.

Due to the increasing number of FOIA requests received by this office, we may encounter some delay in processing your request. Per Section 5.5(a) of the DHS FOIA regulations, 6 C.F.R. Part 5, the Department processes FOIA requests according to their order of receipt. Although DHS' goal is to respond within 20 business days of receipt of your request, the FOIA does permit a 10-day extension of this time period. As your request seeks numerous documents that will necessitate a thorough and wide-ranging search, DHS will invoke a 10-day extension for your request, as allowed by Title 5 U.S.C. § 552(a)(6)(B). If you care to narrow the scope of your request, please contact our office. We will make every effort to comply with your request in a timely manner; however, there are currently 6574 open requests ahead of yours.

Provisions of the Act allow us to recover part of the cost of complying with your request. We shall charge you for records in accordance with the DHS Interim FOIA regulations as they apply to non-commercial requesters. As a non-commercial requester you will be charged 10-cents a page for duplication, although the first 100 pages are free, as are the first two hours of search time, after which you will pay the quarter-hour rate (\$4.00, \$7.00, \$10.25) of the searcher. We will construe the submission of your request as an agreement to pay up to \$25.00. You will be contacted before any further fees are accrued.

We have queried the appropriate program offices within ICE for responsive records. If any responsive records are located, they will be reviewed for determination of releasability. Please be assured that one of

the processors in our office will respond to your request as expeditiously as possible. We appreciate your patience as we proceed with your request.

Your request has been assigned reference number 2014FOIA1723. Please refer to this identifier in any future correspondence. You may contact this office at (866) 633-1182. Our mailing address is 500 12th Street, S.W., Stop 5009, Washington, D.C. 20536-5009.

Sincerely,



Catrina M. Pavlik-Keenan  
FOIA Officer 