



February 14, 2022

Via Email: 101236-52827346@requests.muckrock.com

Parker Higgins
MuckRock
DEPT MR 28944
411A Highland Ave
Somerville, MA 02144-2516

RE: FOIA Case No. 2022-FPRO-00932

Dear Mr. Higgins:

This responds to your Freedom of Information Act (FOIA) request dated August 20, 2020, in which you seek access to Postal Service records. Specifically, you request:

- *internal communications pursuant to, related to, or mentioning apparel in the online USPS "postal store" from January 1, 2020 to present;*
- *communications between USPS employees or contractors and members of the public or the news media related to official Postal Service apparel during that time frame;*
- *any internal reports, notices, memoranda, or similar such communications, related to Postal Service apparel or the public reaction thereto during that time frame;*
- *specifically, any records internal to the USPS, or between USPS employees and members of the public, that include the word "crop top."*

The FOIA, 5 USC §552, is a records and document statute. Identification of the record(s) desired is the responsibility of the requester. The FOIA (5 U.S.C. 552(a)(3)(A)) requires the requester to reasonably describe the records being sought. A description is considered reasonable if it permits an agency employee who is familiar with the subject area to locate the requested records with a "reasonable" amount of effort. It is the requester's responsibility to frame requests with sufficient particularity to ensure that searches are not unreasonably burdensome, and to enable the searching agency to determine precisely what records are being requested.

Your request is very broad in scope and may involve voluminous records located within multiple departments or facilities throughout the country. Please be advised that, while we wish to fully cooperate in processing your request, your letter does not provide sufficient detail to allow for the ready identification and retrieval of the desired documents. As information, the Postal Service has approximately 30,000 facilities at which records are maintained. The various records at these facilities are not centrally indexed. We note that you did not limit the search of documents to a specific department or geographic area of interest such as Headquarters or a certain field office or to a particular timeframe. We note that your request failed to provide specific keywords that are required to conduct a search of email records. Requests for email records must specify the likely senders and recipients, key words, and a range of dates. 39 C.F.R. §265.3(c).

Accordingly, we will need more definitive information concerning the records you seek. Such a description will ensure responsible use of postal resources to satisfy your right to access while minimizing any assessable search costs to you. Consequently, given that your request cannot be processed as formulated, we plan to take no further action and incur no chargeable costs to you unless we hear back from you. If we do not hear back from you, in writing, within twenty (20) calendar days from the date of this letter, March 6, 2022, we will close out this request. After that date, you may submit a new FOIA/PA request. New FOIA submissions in lieu of a response to this letter prior to the twenty (20) calendar day deadline will be administratively closed as a duplicate.

If you are not satisfied with the response to this request, you may file an administrative appeal within ninety (90) days of the date of this response letter by writing to the General Counsel U.S. Postal Service 475 L'Enfant Plaza SW Washington, DC 20260 or via email at FOIAAppeal@usps.gov. Your appeal must be postmarked or electronically transmitted within ninety (90) days of the date of the response to your request. The letter of appeal should include, as applicable:

- (1) A copy of the request, of any notification of denial or other action, and of any other related correspondence;
- (2) The FOIA tracking number assigned to the request;
- (3) A statement of the action, or failure to act, from which the appeal is taken;
- (4) A statement identifying the specific redactions to responsive records that the requester is challenging;
- (5) A statement of the relief sought; and
- (6) A statement of the reasons why the requester believes the action or failure to act is erroneous.

For further assistance and to discuss any aspect of your request, you may contact FOIA Public Liaison listed below:

PRIVACY & RECORDS OFFICE
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 1P830
WASHINGTON DC 20260-1101
Phone: (202) 268-2608
Fax: (202) 268-5353
FOIA Public Liaison: Nancy Chavannes-Battle

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.

Sincerely,



Marthea Hodge
Sr. Government Information Specialist