

U.S. Department of Agriculture
 Phone or Meeting Response to
 Correspondence Documentation Form



Control Number:	Date and time the call or meeting occurred:
USDA attendees:	
Other Federal attendees:	
Correspondent attendees:	
Summary of the discussion:	
<p>NOTE: If the agency provided a briefing involving materials not already available to the public online, please attach the briefing materials. Consult with your FOIA Officer for guidance on marking the documents for FOIA exemptions, if applicable.</p>	
<p>Did the correspondent request a formal written response from a USDA official <u>other than boilerplate references to USDA websites, resources, or ways to stay abreast of USDA's decision-making?</u></p> <p>a. Yes, please count this as an interim response; do not close the record. _____ is responsible for the draft response by _____.</p> <p>b. No, please close the record.</p>	
<p>Support: Will the agency coordinate with AskUSDA to guide their agents in knowing how to handle these issues from the public? (Note that AskUSDA has language translation services.) Does the agency need assistance from OES in forming a boilerplate response to the public on a certain program (which should also be available to AskUSDA)?</p>	
<p>Was this meeting recorded? Yes No</p>	
Other notes:	