

NO RECORDS CERTIFICATION

SECTION I - REQUESTOR

1. REQUESTOR NAME:

2. DATE OF REQUEST:

3. FOIA CASE NUMBER:

SECTION II - SEARCHES

4. INDIVIDUAL PERFORMING SEARCH:

5. AGENCY/UNIT:

6. I HEREBY CERTIFY THAT AFTER MAKING A GOOD FAITH EFFORT AND CONDUCTING A THOROUGH SEARCH OF OUR RECORDS USING METHODS THAT CAN REASONABLY BE EXPECTED TO PRODUCE THE INFORMATION REQUESTED, THERE ARE NO RECORDS RESPONSIVE TO THIS FOIA REQUEST. IF SUCH RECORDS EXISTED, IT IS LIKELY TO BE FOUND WITHIN THE AREA(S) SEARCHED. THIS SEARCH INCLUDED A VISUAL, PHYSICAL, AND ELECTRONIC CHECK OF THE RECORDS AND FILES OF THE FOLLOWING AREAS (CHECK ALL THAT APPLY):

- | | |
|---|---|
| <input type="checkbox"/> INDIVIDUAL DESK(S) | <input type="checkbox"/> FILE CABINET(S) |
| <input type="checkbox"/> COMPUTER DISKETTE(S) | <input type="checkbox"/> COMPUTER DATABASES/LOG BOOK(S) |
| <input type="checkbox"/> RECORDS HOLDING AREA | <input type="checkbox"/> OTHER: (EXPLAIN) |

7a. SEARCHED BY:

7b. DATE SIGNED (YYYYMMDD)

8a. FOIA OFFICIAL:

8b. DATE SIGNED (YYYYMMDD)