



September 26, 2017

**VIA ONLINE PORTAL**

Laura Magere  
Chief, Freedom of Information/Privacy Acts Office  
U.S. Small Business Administration  
409 3rd Street SW, 8th Floor  
Washington, DC 20416  
Online Request at FOIAonline

**Re: Freedom of Information Act Request**

Dear Ms. Magere:

Pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. § 552 *et seq.* and the implementing regulations of the Small Business Administration (SBA), 13 C.F.R. Part 102, American Oversight makes the following request for records.

**Requested Records**

American Oversight requests that SBA produce the following within twenty business days:

1. Administrator McMahon's briefing book for September 13, 2017.
2. All invitations to or requests for attendance by Administrator McMahon at the Louisiana Association of Business and Industry event on September 13, 2017, at the Trump International Hotel Washington, DC.
3. All emails to, from, or within the Office of the Administrator regarding Administrator McMahon speaking at the Louisiana Association of Business and Industry event on September 13, 2017, at the Trump International Hotel Washington, DC.
4. All records in the Office of Communications & Public Liaison reflecting communications (including emails, text messages, telephone call logs, calendar invitations/entries, meeting notices, meeting agendas, talking points, or other materials) regarding or related to Administrator McMahon speaking at the Louisiana Association of Business and Industry event on September 13, 2017, at the Trump International Hotel Washington, DC.
5. All photographs taken of Administrator McMahon while at the Louisiana Association of Business and Industry event on September 13, 2017, at the Trump International Hotel Washington, DC.



6. All emails and text messages of employees within the Office of the Administrator and the Office of Communications & Public Liaison regarding what pictures to use on the SBA's Twitter account of Administrator McMahon speaking at the Louisiana Association of Business and Industry event on September 13, 2017, at the Trump International Hotel Washington, DC.

Please provide all responsive records from January 20, 2017, to the date the search is conducted.

American Oversight seeks all responsive records regardless of format, medium, or physical characteristics. In conducting your search, please understand the terms “record,” “document,” and “information” in their broadest sense, to include any written, typed, recorded, graphic, printed, or audio material of any kind. We seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages and transcripts, notes, or minutes of any meetings, telephone conversations or discussions. Our request includes any attachments to these records. **No category of material should be omitted from search, collection, and production.**

Please search all records regarding agency business. **You may not exclude searches of files or emails in the personal custody of your officials, such as personal email accounts.** Records of official business conducted using unofficial systems or stored outside of official files is subject to the Federal Records Act and FOIA.<sup>1</sup> **It is not adequate to rely on policies and procedures that require officials to move such information to official systems within a certain period of time; American Oversight has a right to records contained in those files even if material has not yet been moved to official systems or if officials have, through negligence or willfulness, failed to meet their obligations.**<sup>2</sup>

In addition, please note that in conducting a “reasonable search” as required by law, you must employ the most up-to-date technologies and tools available, in addition to searches by individual custodians likely to have responsive information. Recent technology may have rendered SBA's prior FOIA practices unreasonable. **In light of the government-wide requirements to manage information electronically by the end of 2016, it is no longer reasonable to rely exclusively on**

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<sup>1</sup> See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, 827 F.3d 145, 149–50 (D.C. Cir. 2016); cf. *Judicial Watch, Inc. v. Kerry*, 844 F.3d 952, 955–56 (D.C. Cir. 2016).

<sup>2</sup> See *Competitive Enter. Inst. v. Office of Sci. & Tech. Policy*, No. 14-cv-765, slip op. at 8 (D.D.C. Dec. 12, 2016) (“The Government argues that because the agency had a policy requiring [the official] to forward all of his emails from his [personal] account to his business email, the [personal] account only contains duplicate agency records at best. Therefore, the Government claims that any hypothetical deletion of the [personal account] emails would still leave a copy of those records intact in [the official's] work email. However, policies are rarely followed to perfection by anyone. At this stage of the case, the Court cannot assume that each and every work-related email in the [personal] account was duplicated in [the official's] work email account.” (citations omitted)).

custodian-driven searches.<sup>3</sup> Furthermore, agencies that have adopted the National Archives and Records Agency (NARA) Capstone program, or similar policies, now maintain emails in a form that is reasonably likely to be more complete than individual custodians' files. For example, a custodian may have deleted a responsive email from his or her email program, but SBA's archiving tools would capture that email under Capstone. Accordingly, American Oversight insists that SBA use the most up-to-date technologies to search for responsive information and take steps to ensure that the most complete repositories of information are searched. American Oversight is available to work with you to craft appropriate search terms. **However, custodian searches are still required; agencies may not have direct access to files stored in .PST files, outside of network drives, in paper format, or in personal email accounts.**

Under the FOIA Improvement Act of 2016, agencies must adopt a presumption of disclosure, withholding information "only if . . . disclosure would harm an interest protected by an exemption" or "disclosure is prohibited by law."<sup>4</sup> If it is your position that any portion of the requested records is exempt from disclosure, American Oversight requests that you provide an index of those documents as required under *Vaughn v. Rosen*, 484 F.2d 820 (D.C. Cir. 1973), *cert. denied*, 415 U.S. 977 (1974). As you are aware, a *Vaughn* index must describe each document claimed as exempt with sufficient specificity "to permit a reasoned judgment as to whether the material is actually exempt under FOIA."<sup>5</sup> Moreover, the *Vaughn* index "must describe *each* document or portion thereof withheld, and for *each* withholding it must discuss the consequences of disclosing the sought-after information."<sup>6</sup> Further, "the withholding agency must supply 'a relatively detailed justification, specifically identifying the reasons why a particular exemption is relevant and correlating those claims with the particular part of a withheld document to which they apply.'"<sup>7</sup>

In the event some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If it is your position that a document contains non-exempt segments, but that those non-exempt segments are so dispersed throughout the document as to make segregation impossible, please state what portion of the document is non-exempt, and how the material is dispersed throughout the document.<sup>8</sup> Claims of nonsegregability must be made with the same degree of detail as required for claims of exemptions in a *Vaughn* index. If a request is denied in whole, please state specifically that it is not reasonable to segregate portions of the record for release.

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<sup>3</sup> Presidential Memorandum—Managing Government Records, 76 Fed. Reg. 75,423 (Nov. 28, 2011), <https://obamawhitehouse.archives.gov/the-press-office/2011/11/28/presidential-memorandum-managing-government-records>; Office of Mgmt. & Budget, Exec. Office of the President, Memorandum for the Heads of Executive Departments & Independent Agencies, "Managing Government Records Directive," M-12-18 (Aug. 24, 2012), <https://www.archives.gov/files/records-mgmt/m-12-18.pdf>.

<sup>4</sup> FOIA Improvement Act of 2016 § 2 (Pub. L. No. 114-185).

<sup>5</sup> *Founding Church of Scientology v. Bell*, 603 F.2d 945, 949 (D.C. Cir. 1979).

<sup>6</sup> *King v. U.S. Dep't of Justice*, 830 F.2d 210, 223–24 (D.C. Cir. 1987) (emphasis in original).

<sup>7</sup> *Id.* at 224 (citing *Mead Data Central, Inc. v. U.S. Dep't of the Air Force*, 566 F.2d 242, 251 (D.C. Cir. 1977)).

<sup>8</sup> *Mead Data Central*, 566 F.2d at 261.

**You should institute a preservation hold on information responsive to this request.** American Oversight intends to pursue all legal avenues to enforce its right of access under FOIA, including litigation if necessary. Accordingly, SBA is on notice that litigation is reasonably foreseeable.

To ensure that this request is properly construed, that searches are conducted in an adequate but efficient manner, and that extraneous costs are not incurred, American Oversight welcomes an opportunity to discuss its request with you before you undertake your search or incur search or duplication costs. By working together at the outset, American Oversight and SBA can decrease the likelihood of costly and time-consuming litigation in the future.

Where possible, please provide responsive material in electronic format by email or in PDF or TIF format on a USB drive. Please send any responsive material being sent by mail to American Oversight, 1030 15<sup>th</sup> Street, NW, Suite B255, Washington, DC 20005. If it will accelerate release of responsive records to American Oversight, please also provide responsive material on rolling basis.

### **Fee Waiver Request**

In accordance with 5 U.S.C. § 552(a)(4)(A)(iii) and 13 C.F.R. § 102.6(e), American Oversight requests a waiver of fees associated with processing this request for records. The subject of this request concerns the operations of the federal government, and the disclosures will likely contribute to a better understanding of relevant government procedures by the general public in a significant way.<sup>9</sup> Moreover, the request is primarily and fundamentally for non-commercial purposes.<sup>10</sup>

President Donald Trump has not eliminated his financial ties to the Trump Organization—a subject of significant media interest<sup>11</sup>—and recent media reports indicate that special interests are hosting events at Trump properties with the explicit intention of currying favor with the administration.<sup>12</sup> The Louisiana Association of Business and Industry (LABI)—a trade association that advocates on behalf of the Louisiana business community and serves as the official state chapter for the U.S. Chamber of Commerce and the National Association of Manufacturers<sup>13</sup>—held its “Federal Outreach Tour” at the Trump International Hotel Washington, DC on

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<sup>9</sup> 13 C.F.R. § 102.6(e).

<sup>10</sup> *Id.*

<sup>11</sup> Dan Alexander et al., *Trump Refuses to Divest Assets, Passes Control to His Sons*, FORBES (Jan. 11, 2017, 11:41 AM), <https://www.forbes.com/sites/chasewithorn/2017/01/11/donald-trump-will-hand-over-business/#3c8651a760d7>; Susanne Craig & Eric Lipton, *Trust Records Show Trump Is Still Closely Tied to His Empire*, N.Y. TIMES, Feb. 3, 2017, <https://www.nytimes.com/2017/02/03/us/politics/donald-trump-business.html>.

<sup>12</sup> See David A. Fahrenthold et al., *Trump’s Divisive Presidency Reshapes a Key Part of His Private Business*, WASH. POST (Sept. 17, 2017, 3:40 PM), [https://www.washingtonpost.com/politics/trumps-divisive-presidency-reshapes-a-key-part-of-his-private-business/2017/09/17/b2892628-98a8-11e7-87fc-c3f7ee4035c9\\_story.html?hpid=hp\\_rhp-top-table-main\\_trumpbusiness-405pm-1%3Ahomepage%2Fstory&utm\\_term=.cfad28a8cbc1](https://www.washingtonpost.com/politics/trumps-divisive-presidency-reshapes-a-key-part-of-his-private-business/2017/09/17/b2892628-98a8-11e7-87fc-c3f7ee4035c9_story.html?hpid=hp_rhp-top-table-main_trumpbusiness-405pm-1%3Ahomepage%2Fstory&utm_term=.cfad28a8cbc1).

<sup>13</sup> See *Impact*, LABI, <http://www.labi.org/about/impact> (last visited Sept. 26, 2017).

September 12 and 13, 2017.<sup>14</sup> Administrator Linda McMahon spoke at an event billed as an “opportunity to learn about and discuss issues directly with LABI’s federal partners.”<sup>15</sup> Although none of the pictures posted to Administrator McMahon’s Twitter account made mention of the hotel, pictures posted by attendees made clear that the lectern at which the administrator spoke prominently displayed the Trump property name.<sup>16</sup> One could readily infer that that LABI held its event at a Trump property, invited a member of the Trump administration, and photographed that federal official in front of a commercial Trump logo specifically for the purpose of seeking favor with the administration.

American Oversight requests a waiver of fees because disclosure of the requested information is “in the public interest because it is likely to contribute significantly to public understanding” of government operations or activities.<sup>17</sup> Administrator McMahon has already personally paid the Trump organization for extended overnight stays at the Trump International Hotel.<sup>18</sup> With Administrator McMahon now appearing in what are essentially advertisements for the Trump properties, the American public is left to wonder if the SBA is even trying to limit the promotion of the president’s for-profit business from which he personally continues to benefit financially.<sup>19</sup> The subject of this request concerns the operations or activities of the government. American Oversight seeks agency records regarding how the agency head is spending her days and how her official public events are promoted by the agency. Moreover, the records will indicate if, how, and to what extent the SBA is attempting to avoid using the Office of the Administrator to promote the president’s personal financial interests. The disclosure of these records is likely to contribute to an understanding of government operations or activities. Disclosure of the requested information will contribute to public understanding. As discussed below American Oversight has both the ability

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<sup>14</sup> *LABI Federal Outreach Tour*, LABI, <http://labi.org/events/federal-outreach-tour> (last visited Sept. 26, 2017).

<sup>15</sup> *See id.*; Linda McMahon (@SBALinda), TWITTER (Sept. 13, 2017, 10:01 AM), <https://twitter.com/SBALinda/status/907967445243179008>.

<sup>16</sup> *Compare* Linda McMahon (@SBALinda), TWITTER (Sept. 13, 2017, 10:01 AM), <https://twitter.com/SBALinda/status/907967445243179008>, Linda McMahon (@SBALinda), TWITTER (Sept. 13, 2017, 10:05 AM), <https://twitter.com/SBALinda/status/907968571866787840>, and Linda McMahon (@SBALinda), TWITTER (Sept. 13, 2017, 10:13 AM), <https://twitter.com/SBALinda/status/907970378538131456>, with Stephen Waguespack (@stephenwags), TWITTER (Sept. 13, 2017, 11:50 AM), <https://twitter.com/stephenwags/status/907994857859403777> and Camille Conaway (@CamilleConaway), TWITTER (Sept. 13, 2017, 9:40 AM), <https://twitter.com/CamilleConaway/status/907962201989943297>.

<sup>17</sup> *Id.*

<sup>18</sup> *See* Julie Bykowicz, *Trump Hotel May Be Political Capital of the Nation’s Capital*, ASSOCIATED PRESS, Mar. 5, 2017, <https://apnews.com/cc2e2c2b6b4d4417aff3aa5f768be10/trump-hotel-may-be-political-capital-nations-capital>.

<sup>19</sup> Dan Alexander et al., *Trump Refuses to Divest Assets, Passes Control to His Sons*, FORBES (Jan. 11, 2017, 11:41 AM), <https://www.forbes.com/sites/chasewithorn/2017/01/11/donald-trump-will-hand-over-business/#3c8651a760d7>; Susanne Craig & Eric Lipton, *Trust Records Show Trump Is Still Closely Tied to His Empire*, N.Y. TIMES, Feb. 3, 2017, <https://www.nytimes.com/2017/02/03/us/politics/donald-trump-business.html>.

and the intention to effectively convey the information it receives to the public. American Oversight does not have a commercial interest in the requested information. Disclosure of the requested information will contribute significantly to public understanding of government operations or activities. The use of taxpayer dollars to financially benefit the president is of serious concern, as are the ethical implications of agency heads making lodging decisions that inure to the benefit of the president. The requested records will fill in certain information gaps that presently exist in the public reporting of how agency heads came to stay at Trump International Hotel.

This request is primarily and fundamentally for non-commercial purposes.<sup>20</sup> As a 501(c)(3) nonprofit, American Oversight does not have a commercial purpose and the release of the information requested is not in American Oversight's financial interest. American Oversight's mission is to promote transparency in government, to educate the public about government activities, and to ensure the accountability of government officials. American Oversight uses the information gathered, and its analysis of it, to educate the public through reports, press releases, or other media. American Oversight also makes materials it gathers available on its public website and promotes their availability on social media platforms, such as Facebook and Twitter.<sup>21</sup> American Oversight has demonstrated its commitment to the public disclosure of documents and creation of editorial content. For example, after receiving records regarding an ethics waiver received by a senior DOJ attorney,<sup>22</sup> American Oversight promptly posted the records to its website and published an analysis of what the records reflected about DOJ's process for ethics waivers.<sup>23</sup> As another example, American Oversight has a project called "Audit the Wall," where the organization is gathering and analyzing information and commenting on public releases of information related to the administration's proposed construction of a barrier along the U.S.-Mexico border.<sup>24</sup>

Accordingly, American Oversight qualifies for a fee waiver.

## **Conclusion**

We share a common mission to promote transparency in government. American Oversight looks forward to working with SBA on this request. If you do not understand any part of this request, have any questions, or foresee any problems in fully releasing the requested records, please contact Cerissa Cafasso at [foia@americanoversight.org](mailto:foia@americanoversight.org) or 202.869.5246. Also, if American Oversight's

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<sup>20</sup> 13 C.F.R. § 102.6(e).

<sup>21</sup> American Oversight currently has approximately 11,600 page likes on Facebook, and 35,100 followers on Twitter. American Oversight, FACEBOOK, <https://www.facebook.com/weareoversight/> (last visited Sept. 26, 2017); American Oversight (@weareoversight), TWITTER, <https://twitter.com/weareoversight> (last visited Sept. 26, 2017).

<sup>22</sup> *DOJ Civil Division Response Noel Francisco Compliance*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/document/doj-civil-division-response-noel-francisco-compliance>.

<sup>23</sup> *Francisco & the Travel Ban: What We Learned from the DOJ Documents*, AMERICAN OVERSIGHT, <https://www.americanoversight.org/francisco-the-travel-ban-what-we-learned-from-the-doj-documents>.

<sup>24</sup> *Audit the Wall*, AMERICAN OVERSIGHT, [www.auditthewall.org](http://www.auditthewall.org).

request for a fee waiver is not granted in full, please contact us immediately upon making such a determination.

Sincerely,

A handwritten signature in blue ink, appearing to read "Austin R. Evers", with a long horizontal flourish extending to the left.

Austin R. Evers  
Executive Director  
American Oversight