

**From:** [REDACTED]

**To:** [REDACTED]

**Subject:** sentinel PRIORITY lead Number 2308-Jeffrey Epstein - FOIPA 1552926-Due July 21,2022 -  
-- UNCLASSIFIED//LES

**Date:** Fri, 15 Jul 2022 13:21:51 +0000

**Importance:** Normal

**Inline-Images:** image001.jpg

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Classification: UNCLASSIFIED//LES

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TRANSITORY RECORD

Good Morning SSA [REDACTED]

This e-mail serves as a notification that **Priorit= FOIA lead number 2308** has been forwarded to your squad via Sentinel for a FOIA request. Kindly respond to this e-mail to advise the lead has been covered for Closed Files to update their records.

The following document has been forwarded to you:

**\*\*\*\*\* This is a (7) day priority FOIA lead \*\*\*\*\* Due Date 7/21/2022**

**Lead #: 2308**

The following document has been forwarded to you:

Title: (U//LES) Freedom of Information / Privacy Request - Glencore - FOIPA 1552913

Synopsis: (U//LES) In searching the Bureau's indices, file 205A-NY-288902-B15 was located and determined responsive to the subject of this FOIPA request. Response to this communication is required within 7 calendar days and is accounted for in the "Percentage of Timely FOIA Requests" element of the I=D2 Field Office Health Measure (FOHM).

**Important notes:**

- 1) When drafting your FD1057 (EC) please remember to cover the lead, because an approved FD1057 (EC) does not automatically cover the lead.
- 2) Please do not set another lead to IMD stating that you have complied with the FOIPA.
- 3) If the file is in the ARC –in the comment section of the lead coverage box advise IMD "File is located at the ARC" (Do not request the file be sent to New York to review).
- 4) If there is no serial number and the case is too voluminous – it is imperative that you contact IMD immediately and let them know that they need to specify which serials they want.

Link to lead: [REDACTED]

**Best Regards,**

**The Closed Files Unit/NNCP/FOIA  
Operational Support Division**

New York Field Office



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Classification: UNCLASSIFIED//LES