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12/26/2007 04:26 PM

To All EPA Employees
cc
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Subject Preservation of Documents for Senator Boxer's Request

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MEMORANDUM

SUBJECT: Preservation of Documents Request

FROM: Roger R. Martella, Jr
General Counsel
United States Environmental Protection Agency

TO: All EPA Employees

EPA has received a second request for documents relating to the California waiver request.

Please immediately take appropriate steps to **preserve** any such documents. You will also need to **produce** the documents.

- For persons within the **Office of the Administrator**, please provide records "that mention or are otherwise related to this waiver request, including any records presenting options, recommendations, 'pros and cons,' legal issues or risks, political implications or considerations, or any other record," by January 4, 2008.
- For persons within the **Office of the Administrator** or the **Office of the Assistant Administrator for Air and Radiation**, please provide records reflecting communications "with any person in the White House (including but not limited to Office of the Vice President, the Council on Environmental Quality, the Office of Management and Budget, or any other person in the Executive

- Office of the President) regarding or relating to" the waiver request, please contact Nancy Ketchum-Colwill at 202-564-1681 with questions and provide copies of relevant documents by January 4, 2008.
- For all other persons, please provide "all other records making recommendations relating to this waiver request presenting options, recommendations, 'pros and cons,' legal issues or risks, or political implications or considerations" and "all other records relating to the California waiver request not available on [December 20, 2007] in the EPA public docket for this waiver" by January 11, 2008.
 - For persons within the **Office of the Administrator**, please provide documents to or contact Anthony Reed or Chris Bliley at 202-564-5200 with questions.
 - For persons within the **Office of the Air and Radiation**, please provide documents to or contact Nancy Ketchum-Colwill at 202-564-1681 with questions.
 - For persons within **Region 9**, please provide documents to or contact Allyn Stearn at 415-972-3952 with questions and provide copies of relevant documents by January 18, 2008.
 - For persons within the **Office of General Counsel**, please provide documents to or contact Allison Starmann, Jennifer Lue, or Byron Brown at 202-564-8040 with questions.
 - For all other persons, please provide documents to or contact Anthony Reed with questions.

A copy of the request is attached for your reference.

Thank you for your attention to this request.