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Received RMP/FOIA
1/25/2000
FOIA # 2000-030-02-06

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January 25, 2000

*via facsimile and
certified mail, return receipt requested*

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1849 C Street, NW
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Attn: Roy Francis

Re: Freedom of Information (FOIA) Request

Pursuant to the Freedom of Information Act ("FOIA"), 5 U.S.C. § 552, and the Department's regulations, 43 C.F.R. Part 2, we hereby request a copy of the documents identified below. The scope of this request is intended to include documents located at all DOI offices, including all DOI regional, district and local offices. For purposes of this request, the term "document" includes,

January 25, 2000

Page 2

but is not limited to, any of the following that is in the possession, custody or control of the Department, whether handwritten, typewritten, recorded, transcribed, punched, taped, photocopied, photostatic, telecopied, filmed, microfilmed, imaged or otherwise prepared, writing, report, letter, manual, book, accounts, note, electronic data, memorandum, guide, guidance, instruction, text, correspondence, communication, computer data, drawings, presentations, graphs, charts, photographs, phono-records, telexes, telegrams, electronic or videotaped or mechanical recordings, magnetic impulses, diskettes, compact discs, "zip" diskettes and any other data compilations from which information can be obtained or translated into reasonably usable form that is or has been directed to or created by the Department. Also, any document that has been directed to or created on behalf of the Department.

The term "Department" means the Department of Interior, any of its bureaus, agencies, departments, divisions, regional or district offices.

The term "communication" means the transmittal of information (in the form of facts, ideas, inquiries or otherwise)

The term "presentations" means any document or communication that is or has been directed to or created by the Department.

The term "document" also includes, but is not limited to, the following:

- (1) The identified document and all drafts of the document;
- (2) The so-called "summary copy" of the document, which reflects which officials subordinate to the signatory cleared or approved the document for his or her signature;
- (3) Briefing papers and notes (including electronic notes) of any meetings regarding the substance of the document;
- (4) Memoranda, including legal memoranda, prepared on the issues discussed in the document; and
- (5) Other documents received from or sent to (1) local, city, state, tribal or other federal governmental agencies (2) the DOI Office of the Inspector General and (3) Members or Committees and or Subcommittees of the House of Representatives or the Senate of the United States or any of the individual States.

January 25, 2000

Page 3

Please provide:

1. Any and all contract(s) or agreement(s) entered into by DOI or MMS with a small refiner since January 1, 1998; any and all memorandum and correspondence which address any contract with a small refiner.
2. Any internal memoranda generated or received since January 1, 1996 that discuss or relate to the relate to the small refiner RIK program, the Secretary's decisions for a determination of need generally, or any documents that discuss a continuation of the Small Refiner Program.
3. Any Solicitor opinion, or any other legal opinion since January 1, 1996 regarding the legal requirements of 30 U.S.C. 208 et seq., that relate to the Small Refiner Program.

We are willing to pay as a commercial entry for all reasonable costs associated with this FOIA Request up to and including \$500.00. If the costs associated with this FOIA request exceed this stated amount, we request that you contact us prior to commencement of any further work.

Should you determine that any of the requested information is exempt from disclosure, please delete such allegedly exempt portions and identify in your response the nature of the deleted information and the reason for the deletion. This consent is intended to facilitate your prompt response and in no way waives our entitlement to complete documents. In the event that we are denied any document or any portion of any requested document, please identify each document with particularity and specify the statutory basis for the denial of each document or portion withheld and the names and titles of the persons responsible for the denial.

We ask that your response be directed to Patricia Dunmire Bragg, 100 West Fifth Street, Suite 206, Tulsa, Oklahoma 74103-4240 (918) 699-2920, fax (918) 699-2929. We look forward to hearing from you within twenty (20) working days pursuant to Section (a)(6)(A)(i) of the Act.

Thank you for your prompt attention to this matter.

Sincerely,


Patricia Dunmire Bragg