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Central Intelligence Agency



Washington, D.C. 20505

29 September 2010

Mr. Jason Smathers



APPROVED FOR RELEASE
DATE: 02-08-2011

Reference: F-2010-01821

Dear Mr. Smathers:

On 14 September 2010, the office of the Information and Privacy Coordinator received your 12 September 2010 Freedom of Information Act (FOIA) request for records on Leonard Ravenhill. We have assigned your request the reference number above. Please use this number when corresponding so that we can identify it easily.

To conduct an effective search of our files for information on an individual, we need the full name, the date of birth, and citizenship status. Without these we may be unable to distinguish between individuals with the same or similar names.

If the person is deceased, we need some evidence of death, such as a death certificate, an obituary, or press statement, so that we can be sure there are no privacy considerations. We can search without this evidence, but if we should locate relevant records and did not have such evidence, we would have to withhold information that, if released, would be an unwarranted invasion of that person's privacy. Privacy rights are addressed in the Privacy Act (5 U.S.C. § 552a) and the FOIA [5 U.S.C. § 552(b)(6)].

Before we can begin processing your request, we must receive the information stated above. We will hold your request in abeyance for 45 days from the date of this letter pending your response.

Sincerely,

Scott Koch
Acting Information and Privacy Coordinator

