



**U.S. Department of Justice  
Community Relations  
Service**

---

*Washington, D.C. 20530*

September 6, 2023

Ian D. Prior  
America First Legal Foundation  
611 Pennsylvania Ave. SE #231  
Washington, DC 20003  
foia@aflegal.org

Dear Mr. Prior,

I write to acknowledge receipt of your email and letter, received by our office on August 21, 2023, requesting “all communications, from July 18, 2023, to the date that this request is processed, with the term ‘Roanoke’ and/or ‘model policies’ and “all emails, from July 18, 2023, to the date that this request is processed, to or from any account ending in ‘@rcps.us’” in the custody of “Amy Condra, Hannah Levine, and all political appointees and career employees with a grade equivalent of GS-15 in Community Relations Service.” Your request has been assigned tracking number DOJ-CRS-FY23-00044.

For your information, this Office assigns incoming requests to one of three tracks: simple, complex, or expedited. Each request is then handled on a first-in, first-out basis in relation to other requests in the same track. Simple requests usually receive a response in approximately one month, whereas complex requests necessarily take longer. At this time, your request has been assigned to the simple track.

CRS, a unique component of the U.S. Department of Justice (“DOJ”), is the federal government’s “peacemaker” for community conflicts and tensions arising from differences of race, color, and national origin. Created by the Civil Rights Act of 1964, CRS is the only component within DOJ dedicated to assist State and local units of government, private and public organizations, and community groups with preventing and resolving conflicts based on race, color, national origin, gender, gender identity, sexual orientation, disability, and religion.

Thank you for contacting the U.S. Department of Justice Community Relations Service.

Sincerely,

A handwritten signature in blue ink, reading "M. Caprio", is positioned above the typed name.

Melody Caprio  
FOIA Officer