

McGuireWoods LLP
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January 19, 2021

Via Electronic Mail

Michael Paek
Chief Executive Officer
U.S. Agency for Global Media
330 Independence Ave., SW
Washington, DC 20237

Re: Conclusion of Representation

Dear Michael:

I am writing to thank you for the opportunity to work with the Agency. The memoranda containing our conclusions, with associated appendices, have been delivered to the Agency and our work on the investigation is now completed. We will of course be available to respond to questions about the materials we delivered to the Agency, if necessary.

Thank you again for asking McGuireWoods to be of service.

Very truly yours,

McGUIREWOODS LLP

/s/

(b) (6)

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August 26, 2020

Michael Pack
Chief Executive Officer
U.S. Agency for Global Media
330 Independence Ave., SW
Washington, DC 20237

Dear Michael:

We appreciate the U.S. Agency for Global Media ("USAGM" or "You") selecting McGuireWoods LLP ("McGuireWoods") as its legal counsel in connection with the internal investigation of a variety of complaints regarding employee misconduct, including but not limited to use of organizational resources. This letter confirms our mutual understanding of the terms of our engagement.

1. Nature and Scope of Services to be Provided. The nature and scope of the services to be rendered by our firm are to conduct an internal investigation on behalf of USAGM regarding the complaints of potential misconduct by employees. McGuireWoods will assess the facts and provide appropriate recommendations.

Our client is USAGM and does not include any affiliates of USAGM, including but not limited to employees, officers, or directors, unless we have expressly agreed to such representation. For the avoidance of doubt, McGuireWoods does not represent the United States government or any agency of the United States government other than USAGM.

In order for us to represent You effectively, USAGM must disclose fully and accurately all facts as You know them and keep us advised of all developments relating to this matter. Our opinions are necessarily limited by our knowledge of the facts and are based on the law as it exists when the opinions are provided. You acknowledge that McGuireWoods has made, and will make, no guarantee regarding either the ultimate cost (in fees and expenses) or the outcome of the engagement, and all expressions regarding such matters are preliminary assessments or opinions only.

You authorize McGuireWoods to undertake, on Your behalf, any actions which we deem necessary or appropriate to advance Your interests in connection with this matter. This authorization includes the right to retain investigators, experts, and consultants which we deem necessary to assist in the matter.

2. Conflicts of Interest. We have made reasonable efforts to determine whether any conflicts of interest arising from our representation of other clients prevent McGuireWoods from representing USAGM. Based upon the information currently available to us, we are not aware of any conflicts that disqualify us from representing You.

3. Future Conflicts of Interest.

Consent to future representation of other clients adverse to USAGM. McGuireWoods is a large multi-national law firm. Given the size of our firm and client base, it is possible that in the future we may be asked to represent other clients (meaning both existing clients and future clients) that may be direct competitors of USAGM or otherwise may have business interests that are contrary to USAGM's interests. Such other clients may seek to engage McGuireWoods in connection with an actual or potential transaction or pending or potential litigation or other dispute resolution proceedings in which such client's interests are or potentially may become adverse to USAGM's interests or the interests of USAGM's affiliates.

Therefore, as a condition of our representation of You, You consent in advance to our representation of other clients with respect to any such matter described above, provided that the matter is unrelated to matters where we represent USAGM.

You may retain separate counsel to review the terms of this prospective consent, and of course You are free to retain other counsel for this matter.

Consent to do unrelated work for your adversaries. McGuireWoods asks You to consent in advance to McGuireWoods accepting future matters for Your adversaries where the matters are **unrelated** to the work we do for You. Of course, we will continue to protect the confidentiality of Your information.

Consent to unrelated adverse work done by McGuireWoods Consulting. McGuireWoods Consulting LLC ("MWC") is a wholly owned subsidiary of the McGuireWoods LLP law firm. MWC provides a wide array of non-legal services, including government and public affairs, advocacy communications, infrastructure and economic development, and other strategic consulting services, to clients throughout the United States and around the world. MWC does not practice law. This engagement for legal services does not include MWC's consulting services or give rise to a client relationship with MWC. If MWC's services are desired, a separate engagement with MWC may be established; it is not necessary for a client to engage the McGuireWoods law firm in order to obtain MWC's services, or vice versa. By executing this agreement, You acknowledge that You are not represented by MWC and You consent to MWC's representation of other persons and entities on legislative, administrative or other matters within MWC's consulting purview that may adversely affect Your interests, directly or indirectly, but are unrelated to the specific representation You have asked McGuireWoods LLP to undertake on Your behalf.

4. Fees. Our firm's fees will be based on our current hourly billing rates, which we usually adjust at least once a year, of the attorneys in our firm who work on Your matter. These rates vary depending on our lawyers' experience and expertise. We will advise You when we adjust our billing rates, which presently range from \$(b) for our newest associates to \$(b) (4) for our most senior partners. We adjust our rates for existing clients every January 1. The present billing rates for this matter of the individuals who most likely will work on Your matter (which are substantially discounted from their standard rates) are:

(b) (6)

(b) (4)

USAGM's financial liability under this engagement is limited to the amount of funds presently allotted to the contract, which shall be at least \$250,000 when the contract commences. McGuireWoods agrees to furnish the services described herein provided that the value of such services does not exceed the amount of funds allotted to the contract. Should McGuireWoods project that the value of the services it will provide at USAGM's direction is at risk of exceeding the amount of funds available on the contract, the firm agrees to contact the USAGM representative to request that additional funds be allotted to the contract. If USAGM refuses to allot additional funds to the contract in the amount requested by the firm, USAGM agrees the firm may terminate its representation of USAGM at any time, subject to the applicable Rules of Professional Conduct, by notifying USAGM in writing.

5. Costs and Expenses. In addition to fees, You will be charged for all costs and expenses associated with the services rendered. These costs include, but are not limited to, travel expenses, delivery and courier services, express mail, air courier services, staff overtime, document reproduction, and database creation and retrieval. Although we will advance most of these costs on Your behalf, we may ask You to pay directly any expenses in excess of \$1,000.

If You engage an accountant to audit Your financial statements, it is likely that the accountant will request, during the audit, that we provide a written description of pending or threatened claims or lawsuits to which we have given substantive attention on Your behalf. This request is typically a standardized letter provided by the accountant which You are requested to send to us. Our services in responding to these requests on Your behalf will be billed to You in accordance with the terms of this letter.

6. Billing. We will keep accurate records of the time we devote to Your matter, including conferences (both in person and over the telephone), negotiations, preparation of correspondence and electronic mail communications, factual and legal investigation, research and analysis, document preparation and revision, court appearances, travel on Your behalf, and other related matters. We record time in units of tenths of an hour, and our billing statements will show the time devoted to Your matter in an itemized format.

We will bill You on a monthly basis for all fees, costs and expenses.

7. Terms of Payment. Our statements are due within thirty (30) days after receipt, unless we enter into a written agreement providing a different term. Except in those instances in which we enter into a written contingent fee arrangement, the payment of our fee is not dependent upon the successful outcome of a matter. Occasionally, clients have difficulty making timely payments. To avoid unfairly burdening other clients who pay their statements in a timely manner with higher fees reflecting the costs we incur as a result of delinquent accounts receivable, we reserve the right to assess a monthly service charge of one percent (1%) on unpaid balances, where allowed by law.

Subject to the Rules of Professional Conduct and applicable law, McGuireWoods has the right to terminate our representation of You if fees and expenses are not paid within in a timely manner.

8. Termination of Our Engagement. Our attorney-client relationship will terminate upon our completion of the services You have retained us to provide. After completion of our engagement, changes may occur in applicable laws and regulations that could affect Your rights and liabilities. Unless we are specifically engaged after completion of our engagement to provide additional advice on such issues, McGuireWoods has no continuing obligation to give You advice with respect to any future legal developments that may pertain to Your matter. If You later retain us to perform additional services, our attorney-client relationship will be renewed as agreed upon at that time.

You may terminate our representation of You at any time by notifying us in writing. Termination of our services will not affect Your responsibility to pay McGuireWoods for services rendered and expenses incurred before the engagement was terminated and, when necessary, to facilitate an orderly transition of Your matter to new counsel.

You agree to compensate McGuireWoods at our normal hourly rates, plus expenses, subject to the foregoing limitation on USAGM's total financial liability under this engagement, for work done by the firm and/or its outside counsel where: McGuireWoods is requested or authorized by You, or required by government regulation, subpoena or other legal process, to produce information or our personnel as witnesses with respect to our work for You; McGuireWoods is not a party to the proceeding in which the information is sought; and the request for information arises out of or in connection with our work for You.

Record Retention. At the conclusion of each engagement, we will return to You any client records that You or Your authorized successor specifically request us, in writing, to return. McGuireWoods may keep copies of client records we return in accordance with our record retention policy and the applicable Rules of Professional Conduct. When a client matter is closed, the firm discards duplicate documents and other inconsequential materials. Although our record retention policy is subject to change, we currently store hard copy and electronic client records for seven years after a matter has been closed in accordance with our internal procedures. After seven years, or the period established by the firm's current record retention policy, stored client records may be destroyed, with no further notice to You, except for client records of continuing

significance, such as wills, bonds and stock certificates. Upon receipt of a written request from You or Your authorized successor, McGuireWoods will return or transfer Your records at any time before they are destroyed.

9. Entire Agreement. This letter is the entire agreement between McGuireWoods and USAGM regarding this matter. You acknowledge that there are no other agreements (either oral or written) with us regarding this matter, other than as set forth in this letter. No modification or waiver of any term of this letter is valid unless agreed to in a writing signed by both McGuireWoods and USAGM. This document may be executed in counter-parts, each of which taken together will form and be considered a single document.

10. Consultation with Independent Counsel. You understand that this is a legally binding agreement, and that You have the right to (and we recommend) consultation with an independent attorney to review and advise You, before signing this agreement, about all of its terms, including but not limited to the scope of this agreement, the fee and cost provisions of this agreement, and the advisability of executing this agreement.

Thank You for asking McGuireWoods to handle this matter. Please confirm that the foregoing provisions accurately describe our mutual understanding by signing the enclosed copy of this letter and returning the signed copy to me.

We look forward to working with You and being of service. Please promptly advise me if this letter does not correctly set forth Your understanding of our engagement.

Very truly yours,

McGuireWoods LLP

By (b) (6)  _____

August 26, 2020

Page 6

The undersigned confirms that he is authorized to execute this agreement on behalf of USAGM and that the foregoing states the terms upon which it has retained McGuireWoods LLP and agrees to be bound thereby. As Chief Executive Officer of the U.S. Agency for Global Media (formerly known as the Broadcasting Board of Governors), I hereby exempt this retention agreement from any and all federal laws, regulations and orders related to procurement or contracting, pursuant to the authority granted to me under 22 U.S.C. § 6204(a)(10), which I hereby interpret to authorize me to take this action.

Date

8/26/20

U.S. Agency for Global Media

(b) (6)

By:

Michael Pack, CEO

Title:

Sam Dewey
 U.S. Agency for Global Media
 300 Independence Ave. SW
 Washington, DC 20237

CLIENT

U.S. Agency for Global Media

MATTER

Internal Investigation

Invoice for Services Rendered Through 08/31/2020

FEE SUMMARY

TIMEKEEPER	TITLE	RATE/HR	HOURS	AMOUNT
(b) (6)	Partner	\$(b) (4)	3.4	\$(b) (4)
	Partner	\$(b) (4)	2.4	\$(b) (4)
	Partner	\$(b) (4)	7.0	\$(b) (4)
	Partner	\$(b) (4)	4.8	\$(b) (4)
	Partner	\$(b) (4)	2.6	\$(b) (4)
	Associate	\$(b) (4)	16.2	\$(b) (4)
	Associate	\$(b) (4)	5.6	\$(b) (4)
	Paralegal	\$(b) (4)	9.6	\$(b) (4)
	Other Timekeeper	\$(b) (4)	5.1	\$(b) (4)
Total Fees			56.7	\$32,396.50

TASK AND ACTIVITY SUMMARY

TASK - DESCRIPTION	HOURS	AMOUNT
L110 - Fact Investigation/Development	7.0	\$5,460.00
L120 - Analysis/Strategy	29.4	\$18,331.00
L140 - Document/File Management	18.1	\$6,889.50
L190 - Other Case Assessment, Development and Administration	2.2	\$1,716.00
Total Fees	56.7	\$32,396.50

Invoice Total \$32,396.50

Invoice Detail

FEE DETAIL

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
08/26/2020	(b) (6)	Review background materials; call with team regarding background and plan for handling matters; call with client regarding data collection	1.1	\$(b) (4)
08/26/2020	(b) (6)	Participate in team calls regarding new investigations	1.0	\$
08/27/2020	(b) (6)	Call with client regarding new matters and plan for handling same; calls and e-mails regarding data transfer and call with client regarding same	1.6	\$
08/27/2020	(b) (6)	Prepare for and lead strategy meetings with team	1.0	\$
08/27/2020	(b) (6)	Direct research relating to governing legislation	1.0	\$
08/27/2020	(b) (6)	Background research relating to governing structures and rules	3.0	\$
08/27/2020	(b) (6)	Analyze legal structure and applicable statutes and codes as it relates to AGM and relationship with networks	1.2	\$
08/27/2020	(b) (6)	Confer with (b) (6) about Smith-Mundt act matter and agency level organic acts; review office of inspector general oversight documents as they relate to USAGM; confer with (b) (6) and (b) (6) about research on the statutory laws governing USAGM;	1.4	\$
08/27/2020	(b) (6)	Review initial materials from client and telephone call with S. Dewey regarding same	1.2	\$
08/27/2020	(b) (6)	Conference with (b) (6) regarding legal research	0.2	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
08/27/2020	(b) (6)	Teleconference with S. Dewey, (b) (6), (b) (6), and (b) (6)	0.7	(b) (4)
08/27/2020	(b) (6)	Conduct preliminary research regarding Smith-Mundt Act	0.2	
08/27/2020	(b) (6)	Teleconference with (b) (6) regarding relevant governing statutes	0.1	
08/27/2020	(b) (6)	Procure, prepare and produce email data to document review processing vendor in anticipation of document production for (b) (6)	7.2	\$
08/27/2020	(b) (6)	Prepare documents for attorney review and analysis	0.2	
08/28/2020	(b) (6)	Calls and e-mails regarding processing data; calls and e-mails regarding downloading video	0.7	
08/28/2020	(b) (6)	Complete review of background documents for current reviews	2.0	\$
08/28/2020	(b) (6)	Analyze recent inspector general reports and investigative materials related to agency (0.7); confer with (b) (6) and (b) (6) about additional research tasks and specific issues to include in the USAGM legal structure memorandum (0.2); confer with (b) (6) about legal oversight memorandum content and timing needs (0.3)	1.2	
08/28/2020	(b) (6)	Review client materials and research	1.4	
08/28/2020	(b) (6)	Legal research regarding International Broadcast Act	2.5	\$
08/28/2020	(b) (6)	Draft legal memorandum regarding Smith-Mundt Act restrictions	2.6	\$
08/28/2020	(b) (6)	Prepare, encrypt, and transfer (b) (6) emails to database vendor for processing in anticipation of document production for (b) (6)	2.4	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
08/28/2020	(b) (6)	Prepare documents for attorney review and analysis	4.6	\$(b) (4)
08/28/2020	(b) (6)	Social media collection	0.3	
08/30/2020	(b) (6)	Legal research regarding USAGM legislative framework	6.5	\$
08/30/2020	(b) (6)	Review and analyze 2013 BBG OIG Inspection Report	0.4	\$
08/30/2020	(b) (6)	Draft memorandum regarding Smith-Mundt Act restrictions	1.1	\$
08/31/2020	(b) (6)	Review updates, factual developments, and direct team on strategy moving forward	1.4	\$
08/31/2020	(b) (6)	Review material regarding (b) (6) and USAGM	1.0	\$
08/31/2020	(b) (6)	Conduct legal research and draft memorandum	7.0	\$
08/31/2020	(b) (6)	Revise and update memorandum regarding Smith-Mundt Act and International Broadcasting Act restrictions	0.5	\$
Total Fees			56.7	\$32,396.50

Sam Dewey
U.S. Agency for Global Media
300 Independence Ave. SW
Washington, DC 20237

CLIENT

U.S. Agency for Global Media

MATTER

Internal Investigation

Remittance

	AMOUNT
Fees	\$32,396.50
Total Due This Invoice	\$32,396.50

Direct invoice or account inquiries to the McGuireWoods Accounts Receivable helpline at 800-775-2202.

PAYMENT IN FULL IS DUE PER TERMS OF ENGAGEMENT BY BANK TRANSFER OR CHECK:

Bank Name: (b) (6)
ABA: (b) (6) (Domestic Wires)
ABA: (b) (6) (ACH Credits)
Swift Code: (b) (6) (International Wires)
Credit: McGuireWoods Operating Account
Account Number: (b) (6)
Reference: Alex J. Brackett
Invoice #: 92407886

OR McGuireWoods LLP
Attn: Accounts Receivable
800 E. Canal Street
Richmond, VA 23219-3916

McGuireWoods Accounting Contact:

(b) (6) (b) (6)
Tax ID: 54-0505857

Sam Dewey
 U.S. Agency for Global Media
 300 Independence Ave. SW
 Washington, DC 20237
 US - USA

CLIENT

U.S. Agency for Global Media

MATTER

Internal Investigation

Invoice for Services Rendered and Disbursements Incurred Through 09/30/2020

FEE SUMMARY

TIMEKEEPER	TITLE	RATE/HR	HOURS	AMOUNT
(b) (6)	Partner	\$(b) (4)	18.2	\$(b) (4)
	Partner	\$	18.1	\$
	Partner	\$	77.0	\$
	Partner	\$	40.1	\$
	Partner	\$	1.4	\$
	Associate	\$	77.2	\$
	Associate	\$	43.6	\$
	Associate	\$	46.2	\$
	Counsel	\$	30.8	\$
	Counsel	\$	24.1	\$
	Staff Attorney	\$	22.2	\$
	Paralegal	\$	0.2	\$
	Paralegal	\$	22.1	\$
	Paralegal	\$	3.6	\$
	Paralegal	\$	5.2	\$
	Case Assistant	\$	6.5	\$
	Case Assistant	\$	1.5	\$
	Case Assistant	\$	4.0	\$
	Other Timekeeper	\$	1.5	\$
	Other Timekeeper	\$	1.9	\$
	Other Timekeeper	\$	0.2	\$
	Other Timekeeper	\$	5.2	\$
	Other Timekeeper	\$	10.8	\$
	Other Timekeeper	\$	1.8	\$
	Other Timekeeper	\$	1.8	\$
	Other Timekeeper	\$	1.0	\$
	Other Timekeeper	\$	2.0	\$

TIMEKEEPER	TITLE	RATE/HR	HOURS	AMOUNT
(b) (6)	Outsourced Attorney	\$(b) (4)	110.0	\$
	Outsourced Attorney	\$	89.1	\$
	Outsourced Attorney	\$	17.4	\$
	Outsourced Attorney	\$	34.1	\$
	Outsourced Attorney	\$	59.3	\$
	Outsourced Attorney	\$	73.8	\$
Total Fees			851.9	\$321,723.50

TASK AND ACTIVITY SUMMARY

TASK - DESCRIPTION	HOURS	AMOUNT
L110 - Fact Investigation/Development	80.4	\$61,518.00
L120 - Analysis/Strategy	253.8	\$159,988.00
L140 - Document/File Management	66.3	\$28,190.00
L190 - Other Case Assessment, Development and Administration	5.6	\$1,352.00
L320 - Document Production	436.7	\$69,060.50
L390 - Other Discovery	7.2	\$1,178.00
L440 - Other Trial Preparation and Support	1.9	\$437.00
Total Fees	851.9	\$321,723.50

DISBURSEMENT SUMMARY

	AMOUNT
Out-Of-Town Travel (E110)	\$146.07
Total Disbursements	\$146.07

Invoice Total \$321,869.57

Invoice Detail

FEE DETAIL

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/01/2020	(b) (6)	Calls with team and client regarding plan for culling GC's data and review; call with client regarding OTF issue	1.2	\$ (b) (4)
09/01/2020	(b) (6)	Participate in calls directing OTF workstream	1.0	\$
09/01/2020	(b) (6)	Begin work on OTF materials	1.0	\$
09/01/2020	(b) (6)	Participate in OTF call with S. Dewey	0.5	\$
09/01/2020	(b) (6)	Participate in call regarding General Counsel' email review	0.5	\$
09/01/2020	(b) (6)	Research laws governing agency including organic acts (1.0); revise memorandum and request additional research from (b) (6) and (b) (6) (0.3); assess edits to legal structure memorandum regarding Smith-Mundt act portion (0.3); confer with (b) (6) about document production review for former agency attorney (0.3); confer with (b) (6) about details of first document review (0.4); research primary statutes and regulations governing the agency (0.8); revise draft memorandum outlining statutes and regulations governing agency (1.3); confer with S. Dewey at agency, along with (b) (6) and (b) (6) regarding email document set to review and how to identify issues for review (0.3);	3.4	\$
09/01/2020	(b) (6)	Prepare for and attend conference call with S. Dewey regarding OTF issues	0.5	\$ (b) (4)
09/01/2020	(b) (6)	Edit memo regarding statutory framework	3.4	\$
09/01/2020	(b) (6)	Analyze and review audit report of Radio Free Asia	0.4	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/01/2020	(b) (6)	Revise and update memorandum regarding Smith-Mundt Act and International Broadcasting Act restrictions and confer with (b) (6) and (b) (6) regarding same	1.6	(b) (4)
09/01/2020	(b) (6)	Communications with (b) (6) regarding document management	0.4	
09/01/2020	(b) (6)	Legislative history research on P.L. 93-129 and P.L. 103-236 per request of (b) (6)	3.7	
09/02/2020	(b) (6)	Case update and status report	0.2	
09/02/2020	(b) (6)	Case update and status report	0.2	
09/02/2020	(b) (6)	Review materials from client and direct strategy for document review	0.8	
09/02/2020	(b) (6)	Review and assess OTC/RFA and OGC-related documents to prepare for client meeting	4.5	\$
09/02/2020	(b) (6)	Assess legal obligations applicable to agency, including constitutional defenses (1.8); confer with team about need for proposal before client meeting (0.3); review material from the agency related to Smith-Mundt and other compliance points (0.7)	2.8	\$
09/02/2020	(b) (6)	Analyze matter background and Inspector General Report	5.3	\$
09/02/2020	(b) (6)	Conference with (b) (6) regarding data loading and domain analysis	0.1	
09/02/2020	(b) (6)	Review emails from (b) (6) and Practice Support regarding Domain Parsing in anticipation of document review and production.	0.3	
09/02/2020	(b) (6)	Communications with (b) (6) regarding document management	0.3	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/02/2020	(b) (6)	Search for news articles relating to Michael Pack for (b) (6)	0.2	(b) (4)
09/02/2020	(b) (6)	Prepare documents for attorney review and analysis	5.5	\$
09/03/2020	(b) (6)	Prepare for and attend meeting with client, including review of materials and strategy development	3.0	\$
09/03/2020	(b) (6)	Address follow-up from client meeting	1.0	\$
09/03/2020	(b) (6)	Participate in meeting with M. Pack	2.5	\$
09/03/2020	(b) (6)	Prepare initial work plans	3.0	\$
09/03/2020	(b) (6)	Review OGC Risk file	1.5	\$
09/03/2020	(b) (6)	Prepare for client meeting	1.5	\$
09/03/2020	(b) (6)	Confer with (b) (6) to prepare for client meeting (0.6); review office of general council risk report as needed for client meeting (0.8); revise memo outlining workflow for client meeting (0.3); review documents provided by the client relating to the office of general counsel (1.1); confer with (b) (6) about additional background and research about firewall and Smith-Mundt Act (0.3); meeting with M. Pack, S. Dewy, and McGuireWoods team to discuss investigation needs (2.5); assess list of investigation goals to refine next steps for investigation (0.3);	5.9	\$
09/03/2020	(b) (6)	Review and analyze issues related to inquiry into agency grantee	2.2	\$
09/03/2020	(b) (6)	Analyze issues related to International Broadcasting Act and related regulations	5.3	\$
09/03/2020	(b) (6)	Teleconference with (b) (6) regarding initial research findings	0.2	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/03/2020	(b) (6)	Review and analyze federal case law regarding federal funding and First Amendment rights of foreign journalists	2.2	\$(b) (4)
09/03/2020	(b) (6)	Review and analyze legislative materials related to the Smith-Mundt Act	1.2	
09/03/2020	(b) (6)	Analyze domains and identify subset for exclusion; correspondence with Practice Support regarding domain inclusion search and transform set modification	2.5	\$
09/03/2020	(b) (6)	Assist (b) (6) manage client document collection	0.8	
09/03/2020	(b) (6)	Update case chronology memo	1.1	
09/03/2020	(b) (6)	Legislative history and/or background material research related to 22 CFR 531. Requested by (b) (6).	0.4	
09/03/2020	(b) (6)	Prepare documents for attorney review and analysis	1.2	
09/04/2020	(b) (6)	Direct team on next steps	0.5	
09/04/2020	(b) (6)	Address emails from (b) (6) and (b) (6)	0.3	
09/04/2020	(b) (6)	Strategize with (b) (6) and (b) (6) about ongoing investigations and areas of focus for initial investigation, based on meeting with the client (0.4); confer with (b) (6) about pending research projects and guidance for investigative review (0.2)	0.6	
09/04/2020	(b) (6)	Case research regarding applicability of First Amendment free speech doctrines to agency and grantee employees	1.0	
09/04/2020	(b) (6)	Analyze domains; correspondence with practice support regarding domain searching and analytics	2.1	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/04/2020	(b) (6)	Make requested document review workspace modifications	1.0	(b) (6)
09/04/2020	(b) (6)	Prepare documents for attorney review and analysis	3.8	(b) (6)
09/06/2020	(b) (6)	Review communications from USAGM grantee networks claiming independence from IG investigation (0.2); confer with team regarding legal issues related to IG investigation of private grantees (0.2)	0.4	(b) (6)
09/07/2020	(b) (6)	Review factual updates and direct team on next steps.	0.4	(b) (6)
09/07/2020	(b) (6)	Review and assess grant agreements and bylaws	1.0	(b) (6)
09/07/2020	(b) (6)	Conduct OIG research	1.0	(b) (6)
09/07/2020	(b) (6)	Discuss with (b) (6) and (b) (6) the legal issue raised by client with the IG investigation and access to USAGM grantee information (0.4); research IG authority and statutes governing grantees (1.0)	1.4	\$ (b) (6)
09/07/2020	(b) (6)	Make requested document review workspace modifications	0.3	(b) (6)
09/08/2020	(b) (6)	Call with team and client regarding status of work flows and plan for review of e-mails and other projects; follow up regarding same	1.3	\$ (b) (6)
09/08/2020	(b) (6)	Prepare for and attend strategy call, including review of updates and direction to team on strategy	0.8	(b) (6)
09/08/2020	(b) (6)	Draft search terms for (b) (6) emails	0.5	(b) (6)
09/08/2020	(b) (6)	Direct organization of team and work streams	1.5	\$ (b) (6)
09/08/2020	(b) (6)	Review and assess OIG and Risk Report documents	2.0	\$ (b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/08/2020	(b) (6)	Conduct and direct research into legal issues	2.0	\$(b) (4)
09/08/2020	(b) (6)	Participate in planning call with S. Dewey	0.5	
09/08/2020	(b) (6)	Discuss with (b) (6) and (b) (6) needed research about USAGM grantees status as it relates to IG investigation and oversight authority	0.3	
09/08/2020	(b) (6)	Confer with team and client about grantees legal claim to be independent from IG investigations (0.5); review domains for OGC emails for potential exclusion or inclusion and provide feedback to the team managing documents (0.5); asses research from (b) (6) on legal authority for IG to have access to USAGM grantees information, and provide to (b) (6) and (b) (6) (0.5); confer with (b) (6) about need for research about lobbying litigations and pertinent anticorruption rules governing USAGM and its networks (0.3); consider proposed research plan for top investigation areas of focus from (b) (6) (0.2); analyze draft list of search terms for OGC email review (0.3); review research about federal anticorruption and bribery statutes that may apply to USAGM and its networks (0.8)	3.1	\$
09/08/2020	(b) (6)	Conference call with client regarding investigation status	0.5	
09/08/2020	(b) (6)	Analyze issues related to investigation into former general counsel	0.3	
09/08/2020	(b) (6)	Review and analyze federal statutes and regulations related to requirements and restrictions for federal grantees	2.2	\$
09/08/2020	(b) (6)	Analyze domains; setup review search of inclusive emails; correspondence with (b) (6) regarding document review population and domain analysis (6)	1.3	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/08/2020	(b) (6)	Update e-discovery case chronology for (b) (6)	0.8	(b) (4)
09/08/2020	(b) (6)	Prepare documents for attorney review and analysis	0.3	(b) (4)
09/09/2020	(b) (6)	Case update and status report	0.2	(b) (4)
09/09/2020	(b) (6)	Calls and e-mails regarding search term and litigation report analysis	0.4	(b) (4)
09/09/2020	(b) (6)	Address team and work flow organization	0.5	(b) (4)
09/09/2020	(b) (6)	Work on media monitoring	0.3	(b) (4)
09/09/2020	(b) (6)	Meet with (b) (6) regarding staffing and work streams	0.3	(b) (4)
09/09/2020	(b) (6)	Call with (b) (6) regarding research	1.0	(b) (4)
09/09/2020	(b) (6)	Address search terms	0.3	(b) (4)
09/09/2020	(b) (6)	Review IG report from 2015 for critical background of issues identified by the client for investigation (1.0); strategize with (b) (6) regarding needed legal research and information to request for investigations (1.0); draft additional search terms for OGC document review (0.3); suggest additional documents to request from client, including firewall working group and advisory board minutes (0.2); confer with (b) (6) about detailed corruption legal research to guide investigation activities (0.3)	2.8	\$ (b) (4)
09/09/2020	(b) (6)	Legal research regarding legislative history of provisions in International Broadcasting Act related to agency independence	4.7	\$ (b) (4)
09/09/2020	(b) (6)	Review and analyze federal ethics laws and corresponding federal regulations related to federal officials, procurement, and federal grantees	2.2	\$ (b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/09/2020	(b) (6)	Conference with (b) (6) and (b) (6) regarding document search hits and review plan; format terms and run search term report; modify terms and analyze results; correspondence with (b) (6) regarding search term hits	0.7	(b) (4)
09/09/2020	(b) (6)	Review search terms reports	0.3	(b) (4)
09/09/2020	(b) (6)	Review emails from (b) (6) and Practice Support regarding processing and preparation of data in anticipation of document review.	0.3	(b) (4)
09/09/2020	(b) (6)	Searching for electronic access to the "Right to Know" Report prepared by the Presidential Study Commission on International Radio Broadcasting per request of (b) (6)	0.2	(b) (4)
09/09/2020	(b) (6)	Searching for a way to narrow legislative history research on P.L. 93-129 to just the documents that refer to Sec. 4(b) per request of (b) (6)	0.8	(b) (4)
09/10/2020	(b) (6)	Status call with team regarding matter strategy, communication strategy and plan for review; review search term results	1.2	\$
09/10/2020	(b) (6)	Review factual updates and direct team on same	0.5	(b) (4)
09/10/2020	(b) (6)	Call with S. Dewey and related follow-up	0.5	(b) (4)
09/10/2020	(b) (6)	Conduct team strategy call	0.5	(b) (4)
09/10/2020	(b) (6)	Review and revise search terms and results	1.0	(b) (4)
09/10/2020	(b) (6)	Discuss media monitoring with (b) (6)	0.5	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/10/2020	(b) (6)	Connect with (b) (6) to outline legal research needed to guide document review process (0.2); review list of applicable ethics and corruption laws that may be applicable to all or part of USAGM and its networks and provide feedback to (b) (6) for continued legal analysis (0.4); virtual meeting with team to discuss review protocol for documents and law applicable to agency (0.5)	1.1	(b) (4)
09/10/2020		Conference call regarding planning for document review	0.4	
09/10/2020		Review and analyze whistleblower letter	2.6	\$
09/10/2020		Analysis with outside counsel team regarding investigation status	0.4	
09/10/2020		Draft document review protocol	5.7	\$
09/10/2020		Participate in team teleconference with (b) (6)	0.5	
09/10/2020		Review and analyze federal ethics laws and corresponding federal regulations related to federal officials, procurement, and federal grantees	1.8	
09/10/2020		Confer with (b) (6) regarding potential lobbying issue	0.5	
09/10/2020		Internal team meeting	0.6	
09/10/2020		Setup document review; correspondence with (b) (6) regarding document clustering	0.3	
09/10/2020		Communications with (b) (6) regarding document management	0.3	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/10/2020	(b) (6)	Searching for electronic access to the "Right to Know" Report prepared by the Presidential Study Commission on International Radio Broadcasting per request of (b) (6)	0.5	(b) (4)
09/11/2020	(b) (6)	Review protocol and attend reviewer training; calls and e-mails regarding same	1.1	\$
09/11/2020	(b) (6)	Schedule interview and address related logistics and prep	0.5	
09/11/2020	(b) (6)	Train review team	1.0	
09/11/2020	(b) (6)	Revise review protocol	2.0	\$
09/11/2020	(b) (6)	Attend training and participate in directing team on details needed for document review and other investigation matters	0.9	
09/11/2020	(b) (6)	Legal research regarding International Broadcasting Act	2.7	\$
09/11/2020	(b) (6)	Teleconference with review team regarding review protocol	0.8	
09/11/2020	(b) (6)	Draft legal memorandum regarding applicable federal ethics laws and corresponding federal regulations related to federal officials, procurement, and federal grantees	2.0	\$
09/11/2020	(b) (6)	Internal team meeting	0.8	
09/11/2020	(b) (6)	Research regarding lobbying issue	1.2	
09/11/2020	(b) (6)	Document review training; correspondence with (b) (6) regarding review protocol modifications	1.0	
09/11/2020	(b) (6)	Review and edit document review protocol; participate in a training call for document review; setup database for document review	3.1	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/11/2020	(b) (6)	Assist (b) (6) and (b) (6) with preparing for document review.	1.8	(b) (4)
09/11/2020		Prepare documents for attorney review and analysis 2) Troubleshoot issues with data received from client	0.2	
09/11/2020		Review electronic documents	3.3	
09/11/2020		Review electronic documents	1.3	
09/11/2020		Review electronic documents	1.0	
09/11/2020		Review electronic documents	2.4	
09/12/2020		Review electronic documents	5.0	
09/12/2020		Review electronic documents	1.0	
09/13/2020		Prepare for and attend interview	2.5	\$
09/13/2020		Participate in follow-up calls	0.5	
09/13/2020		Participate in interview of (b) (6)	2.0	\$
09/13/2020		Review and assess OIG reports	4.0	\$
09/13/2020		Review and analyze federal statutes and regulations related to requirements and restrictions for federal grantees	0.5	
09/13/2020		Review electronic documents	6.2	
09/13/2020		Review electronic documents	2.6	
09/14/2020		Review factual updates and direct team on strategy	0.6	
09/14/2020		Review RFA OIG report	1.0	
09/14/2020		Draft document preservation request and discuss same with (b) (6)	0.5	
09/14/2020		Review (b) (6) documents	1.0	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/14/2020	(b) (6)	Draft notes from (b) (6) interview and related investigation instructions	3.0	\$ (b) (4)
09/14/2020	(b) (6)	Call with (b) (6)	0.3	\$
09/14/2020	(b) (6)	Provide guidance to (b) (6) for legal research and review of applicable lobbying and ethics restriction on agency and its grantees (0.3); assess information from press coverage of Chinese dissident interview and related internal conflict at agency from interview (0.5); confer with (b) (6) about continued investigation details and priorities for agency (0.5)	1.3	\$
09/14/2020	(b) (6)	Draft legal memorandum regarding applicable federal ethics laws and corresponding federal regulations related to federal officials, procurement, and federal grantees	4.9	\$
09/14/2020	(b) (6)	Review and analyze federal statutes and regulations related to requirements and restrictions for federal grantees	0.6	\$
09/14/2020	(b) (6)	Research regarding lobbying issue	5.3	\$
09/14/2020	(b) (6)	Telephone call from (b) (6) re review questions	0.2	\$
09/14/2020	(b) (6)	Review documents review workflow	0.5	\$
09/14/2020	(b) (6)	Procure and produce files uploaded to the client to ShareFile to (b) (6) for review with follow-up regarding same to e-discovery case chronology.	0.4	\$
09/14/2020	(b) (6)	Manage client document collection	0.5	\$
09/14/2020	(b) (6)	Add review questions email notification alerts within the relativity workspace	0.2	\$
09/14/2020	(b) (6)	Review electronic documents	7.6	\$
09/14/2020	(b) (6)	Review electronic documents	8.4	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/14/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
09/14/2020		Review electronic documents	3.2	
09/15/2020		Review Freedom2Connect due diligence	1.3	\$
09/15/2020		Revise review protocol	0.5	
09/15/2020		Organize and prepare for interviews	0.5	
09/15/2020		Participate in call with (b) (6)	0.3	
09/15/2020		Participate in call with S. Dewey	0.3	
09/15/2020		Assess interview with whistleblower for information related to investigation and continued document review (0.5); review and summarize material from VOA fact checking service, Polygraph, and provide to internal team for consideration in ongoing investigation (1.0); Confer with (b) (6) about review and organization of Board material to be provided by agency (0.2); outline concerns raised in 2015 OIG report on Radio Free Asia and oversight issues related to use of federal funds (1.7)	3.4	\$
09/15/2020		Analyze and review memorandum of interview of key witness	0.8	
09/15/2020		Analyze and review issues related to grantee of Radio Free Asia	3.5	\$
09/15/2020		Draft legal memorandum regarding applicable federal ethics laws and corresponding federal regulations related to federal officials, procurement, and federal grantees	3.4	\$
09/15/2020		Confer with (b) (6) regarding lobbying issue	0.5	
09/15/2020		Research and analyze statutes and case law regarding lobbying issue	2.5	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/15/2020	(b) (6)	Review modified protocol; update review team; add issue tag	0.2	(b) (4)
09/15/2020	(b) (6)	Meeting with (b) (6) to discuss processing of (b) (6) data with update to e-discovery case chronology regarding same.	0.3	
09/15/2020	(b) (6)	Review emails from (b) (6) regarding download of files from ShareFile in anticipation of document review and production with follow-up regarding same.	0.5	
09/15/2020	(b) (6)	Research Freedom2Connect for corporate filings and business registrations; pull latest complaint in a case	1.5	
09/15/2020	(b) (6)	Review electronic documents	8.5	
09/15/2020	(b) (6)	Review electronic documents	5.5	
09/15/2020	(b) (6)	Review electronic documents	3.9	
09/16/2020	(b) (6)	Consult with team regarding status of discovery projects	0.2	
09/16/2020	(b) (6)	Confer with team and client on next steps	0.8	
09/16/2020	(b) (6)	Review and assess new (b) (6) records	2.0	\$
09/16/2020	(b) (6)	Brief team on current work streams	0.5	
09/16/2020	(b) (6)	Assess lobbying restrictions and preliminary legal research from (b) (6) and reply with additional follow up research requests, including need for clarification on definition of lobbying and nonprofit entity status as it relates to lobbying restrictions;	0.5	
09/16/2020	(b) (6)	Draft legal memorandum regarding applicable federal ethics laws and corresponding federal regulations related to federal officials, procurement, and federal grantees	5.1	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/16/2020	(b) (6)	Lobbying research	3.5	\$
09/16/2020	(b) (6)	Conference with (b) (6) regarding document review and questions	0.1	
09/16/2020	(b) (6)	Review materials to prepare for this week's interviews and fact development	0.3	
09/16/2020	(b) (6)	Review and respond to reviewer questions; review documents to ensure quality of reviewer work	1.9	
09/16/2020	(b) (6)	Review emails regarding document review from (b) (6) with update to e-discovery case chronology regarding same.	0.5	
09/16/2020	(b) (6)	Manage client document collection	0.3	
09/16/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.2	
09/16/2020	(b) (6)	Review electronic documents	8.6	
09/16/2020	(b) (6)	Review electronic documents	9.1	
09/16/2020	(b) (6)	Review electronic documents	6.0	
09/17/2020	(b) (6)	Prepare for and attend interview, including direction to team on strategy for next steps	2.7	\$
09/17/2020	(b) (6)	Discuss status and strategy with (b) (6) and (b) (6)	0.3	
09/17/2020	(b) (6)	Revise and forward RFA document request	0.3	
09/17/2020	(b) (6)	Draft media statement	0.3	
09/17/2020	(b) (6)	Organize equipment imaging	0.5	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/17/2020	(b) (6)	Confer with (b) (6) about revision and additional research regarding restrictions on lobbying at USAGM or grantees, including differentiating between rules applicable to government employees or grantees, as well as including examples of other prosecutions to support interpretation of legal standards (0.5); Confer with (b) (6) about revision and additional research regarding restrictions on ethics and other legal standards applicable to USAGM or grantees, including differentiating between rules applicable to government employees or grantees, as well as including examples of other prosecutions to support interpretation of legal standards (0.5); review Office of Government Ethics and related materials as identified by (b) (6) and its relation to pending investigations (0.5)	1.5	\$(b) (4)
09/17/2020	(b) (6)	Teleconference with (b) (6) regarding legal memorandum pertaining to federal ethics laws and regulations	0.2	
09/17/2020	(b) (6)	Review and analyze recent prosecutions related to violation of federal ethics laws	0.6	
09/17/2020	(b) (6)	Research regarding lobbying issues	1.0	
09/17/2020	(b) (6)	Review interview memorandum, document protocol, OIG reports, and other agency materials to prepare for witness interviews and fact development	2.3	\$
09/17/2020	(b) (6)	Review and respond to reviewer questions	0.5	
09/17/2020	(b) (6)	Communications with (b) (6) regarding document management	0.3	
09/17/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.2	
09/17/2020	(b) (6)	Review electronic documents	8.0	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/17/2020	(b) (6)	Review electronic documents	9.3	(b) (4)
09/17/2020	(b) (6)	Review electronic documents	5.2	(b) (4)
09/18/2020	(b) (6)	Check in with team regarding work flow plan for project completion; work on vendor set up for collection; calls and e-mails regarding e-mail collection and additional (b) (6) e-mails	1.4	\$
09/18/2020	(b) (6)	Update with team on factual developments, including call with client on same	0.7	(b) (4)
09/18/2020	(b) (6)	Direct strategy on work stream responses	1.5	\$
09/18/2020	(b) (6)	Calls with S. Dewey and (b) (6)	1.0	(b) (4)
09/18/2020	(b) (6)	Review and analyze documents escalated by contract attorney team for second-level review	4.6	\$
09/18/2020	(b) (6)	Analyze complaints regarding constituent media organization to prepare investigation plan	1.0	(b) (4)
09/18/2020	(b) (6)	Participate in teleconference with team regarding investigation status	0.4	(b) (4)
09/18/2020	(b) (6)	Teleconference with team regarding investigative next steps	0.5	(b) (4)
09/18/2020	(b) (6)	Draft legal memorandum regarding applicable federal ethics laws and corresponding federal regulations related to federal officials, procurement, and federal grantees	2.8	\$
09/18/2020	(b) (6)	Review and analyze recent case law and pleadings from recent federal prosecutions and agency enforcement actions related to violation of federal ethics laws by federal officers and employees	3.0	\$
09/18/2020	(b) (6)	Teleconference with (b) (6) regarding investigative next steps	0.3	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/18/2020	(b) (6)	Review and analyze 2015 State OIG RFA audit report	0.8	(b) (4)
09/18/2020	(b) (6)	Research regarding enforcement actions on lobbying	3.2	\$
09/18/2020	(b) (6)	Internal call regarding document review	0.5	
09/18/2020	(b) (6)	Draft memo regarding lobbying	1.7	
09/18/2020	(b) (6)	Review materials from client and in court records and press on (b) (6) travel issues to prepare investigative plan and fact development; participate in meeting with (b) (6) and team on strategy and next steps	3.7	\$
09/18/2020	(b) (6)	Review and respond to reviewer questions; review documents to ensure quality of reviewer work and batch out documents for 2LVL review	1.5	
09/18/2020	(b) (6)	Procure, review, and draft instructions for processing of (b) (6) emails in anticipation of document review and production.	3.9	\$
09/18/2020	(b) (6)	Add electronic files into the relativity workspace	0.3	
09/18/2020	(b) (6)	Review electronic documents	6.5	
09/18/2020	(b) (6)	Review electronic documents	3.0	
09/18/2020	(b) (6)	Review electronic documents	5.4	
09/19/2020	(b) (6)	Develop work plan for OTF workstream	2.0	\$
09/19/2020	(b) (6)	Confer with legal team on additional topics for legal compliance research for federal grantees (0.2); review congressional subpoena for USAGM for potential impact on pending investigations (0.2)	0.4	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/19/2020	(b) (6)	Review and analyze documents escalated by contract attorney team for second-level review	4.0	\$ (b) (4)
09/19/2020	(b) (6)	Review client materials on (b) (6) matter and prepare potential investigative plan steps, for discussion with (b) (6)	1.3	\$ (b) (4)
09/20/2020	(b) (6)	Complete initial review of RFA/OTF materials and develop initial work plan	4.0	\$ (b) (4)
09/20/2020	(b) (6)	Review and analyze documents escalated by contract attorney team	3.5	\$ (b) (4)
09/20/2020	(b) (6)	Draft legal memorandum regarding applicable federal ethics laws and corresponding federal regulations related to federal officials, procurement, and federal grantees	2.4	\$ (b) (4)
09/20/2020	(b) (6)	Lobbying research	1.2	\$ (b) (4)
09/20/2020	(b) (6)	Second level review of smith-mundt documents	3.5	\$ (b) (4)
09/20/2020	(b) (6)	Review electronic documents	2.5	\$ (b) (4)
09/21/2020	(b) (6)	Consult regarding vendor engagement; calls and e-mails regarding collection issues; call with vendor regarding forensic imaging	1.1	\$ (b) (4)
09/21/2020	(b) (6)	Coordinate document collection and processing issues	1.0	\$ (b) (4)
09/21/2020	(b) (6)	Participate in calls with (b) (6) and (b) (6) regarding research and initial workstreams	1.0	\$ (b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/21/2020	(b) (6)	Study legal research governing lobbying activity of USAGM government employees and grantees, as prepared by (b) (6) 8); communicate with A. (b) (6) about potential research issues to complete review of applicable lobbying restrictions (0.3); research Smith-Mundt question as requested by S. Dewey in relation to domestic internet news websites; (1.2); revise research memorandum from (b) (6) on ethics laws and example prosecutions governing both USAGM and grantees (1.3)	3.6	\$(b) (4)
09/21/2020	(b) (6)	Conference with (b) (6) regarding investigation plan	0.2	
09/21/2020	(b) (6)	Review and analyze federal regulations related to procurement requirements for federal grantees	0.3	
09/21/2020	(b) (6)	Draft legal memorandum regarding applicable federal ethics laws and corresponding federal regulations related to federal officials, procurement, and federal grantees	2.4	\$
09/21/2020	(b) (6)	Research regarding lobbying for appropriations	3.0	\$
09/21/2020	(b) (6)	Discuss investigative work plan with (b) (6) prepare the same; research (b) (6) federal travel regulations/statutes and relevant State Department OIG material	1.6	\$
09/21/2020	(b) (6)	Review and respond to reviewer questions; review and respond to emails regarding processing and loading of documents;	1.0	
09/21/2020	(b) (6)	Email communication with Practice Support regarding processing of (b) (6) emails with follow-up regarding same.	0.7	
09/21/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.2	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/21/2020	(b) (6)	Add electronic files into the relativity workspace	0.5	(b) (4)
09/21/2020	(b) (6)	Review electronic documents	8.5	(b) (4)
09/21/2020	(b) (6)	Review electronic documents	7.2	(b) (4)
09/21/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
09/21/2020	(b) (6)	Review electronic documents	4.5	(b) (4)
09/22/2020	(b) (6)	Calls and e-mails regarding additional data collection and search terms; calls and e-mails regarding plan for computer imaging; calls and e-mails regarding data collection issues	1.3	\$
09/22/2020	(b) (6)	Call with client and team on factual developments and status	1.3	\$
09/22/2020	(b) (6)	Review research memos	0.8	(b) (4)
09/22/2020	(b) (6)	Work on (b) (6) workstream	0.8	(b) (4)
09/22/2020	(b) (6)	Participate in calls with (b) (6) and S. Dewey	1.3	\$
09/22/2020	(b) (6)	Direct additional research about Byrd Amendment and potential application to USAGM grantees based on research by (b) (6) (0.2);	0.2	(b) (4)
09/22/2020	(b) (6)	Analyze and review documents escalated by contract attorney team	1.5	(b) (4)
09/22/2020	(b) (6)	Analyze issues related to investigation plan with outside counsel team	0.7	(b) (4)
09/22/2020	(b) (6)	Analyze issues related to document review protocol and associate second-level review processes	1.5	(b) (4)
09/22/2020	(b) (6)	Confer with (b) (6) regarding Byrd Amendment	0.5	(b) (4)
09/22/2020	(b) (6)	Research regarding grantee lobbying	2.0	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/22/2020	(b) (6)	Prepare investigative work plan on travel issues, for client; update document review protocol; discussions with (b) (6) on same; review and analyze OIG reports on travel issues	3.6	\$(b) (4)
09/22/2020	(b) (6)	Review and respond to reviewer questions; review document to ensure quality of reviewer work, review and respond to emails regarding search terms and 2LV review work flow	1.5	(b) (4)
09/22/2020	(b) (6)	Email communication to Practice Support and (b) (6) requesting search of (b) (6) documents for (b) (6).	0.2	(b) (4)
09/22/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.2	(b) (4)
09/22/2020	(b) (6)	(b) (6) article research re: his plea and/or sentencing for fraud. Requested by (b) (6)	0.5	(b) (4)
09/22/2020	(b) (6)	Participate in conference call regarding electronic stored discovery data collection methods and processes	0.5	(b) (4)
09/22/2020	(b) (6)	Review electronic documents	5.3	(b) (4)
09/22/2020	(b) (6)	Review electronic documents	8.8	(b) (4)
09/22/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
09/22/2020	(b) (6)	Review electronic documents	5.0	(b) (4)
09/23/2020	(b) (6)	Consult with team regarding status of discovery projects	0.2	(b) (4)
09/23/2020	(b) (6)	Confer with team on next steps and review updates	0.7	(b) (4)
09/23/2020	(b) (6)	Interview (b) (6)	2.0	\$(b) (4)
09/23/2020	(b) (6)	Participate in update call regarding document revisions	0.5	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/23/2020	(b) (6)	Revise and forward multiple work plans	0.5	(b) (4)
09/23/2020	(b) (6)	Research grant restrictions as potential limitation on lobbying activity of USAGM grantees (0.5); confer with (b) (6) about implementation of legal research memorandum (0.1); discuss additional research and questions to address in lobbying memorandum with (b) (6) (0.3)	0.9	(b) (4)
09/23/2020	(b) (6)	Edit first-level review protocol	3.5	\$
09/23/2020	(b) (6)	Participate in interview of Chief Risk Officer of USAGM	2.0	\$
09/23/2020	(b) (6)	Analysis of merits issues and investigation plan with investigation team	0.5	(b) (4)
09/23/2020	(b) (6)	Review and analyze documents potentially related to key issues	0.4	(b) (4)
09/23/2020	(b) (6)	Draft summary of federal grantee procurement regulations	0.5	(b) (4)
09/23/2020	(b) (6)	Review grant law information	0.2	(b) (4)
09/23/2020	(b) (6)	Internal team meeting	0.5	(b) (4)
09/23/2020	(b) (6)	Review documents regarding Smith-Mundt Act	1.0	(b) (4)
09/23/2020	(b) (6)	Finalize lobbying memo	0.5	(b) (4)
09/23/2020	(b) (6)	Conference with (b) (6) regarding document review and QC	0.1	(b) (4)
09/23/2020	(b) (6)	Review OIG reports for travel-related issues; review BBG Watch materials for same; participate in conference call with (b) (6) and attorney team on document review results and next steps; revise document review protocol for same	1.7	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/23/2020	(b) (6)	Review and respond to reviewer questions; review and respond to emails regarding processing and loading of documents;	0.5	(b) (4)
09/23/2020	(b) (6)	Download, review, and analysis of (b) (6) and (b) (6) emails with follow-up with (b) (6) and (b) (6) regarding instructions for processing.	1.4	(b) (4)
09/23/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.2	(b) (4)
09/23/2020	(b) (6)	BBG Watch.com research for articles referring to questionable travel of the USAGM. Requested by (b) (6)	0.6	(b) (4)
09/23/2020	(b) (6)	Review electronic documents	1.4	(b) (4)
09/23/2020	(b) (6)	Review electronic documents	7.4	(b) (4)
09/23/2020	(b) (6)	Review electronic documents	8.2	(b) (4)
09/23/2020	(b) (6)	Review electronic documents	5.0	(b) (4)
09/24/2020	(b) (6)	Prepare for and attend call with client regarding data collection issues; follow up regarding same; calls and e-mails regarding plan for processing computers and mobile devices; attend review training on updated protocol	1.9	\$
09/24/2020	(b) (6)	Address new documents and work stream	1.3	\$
09/24/2020	(b) (6)	Conduct new reviewer training	1.0	(b) (4)
09/24/2020	(b) (6)	Revise memorandum covering potential lobbying restrictions on agency and grantees (1.0); confer with (b) (6) about legal issues related to multiple parts of investigation, including lobbying and ethics restrictions as well as APA concerns, and including strategy for factual investigation of legal concerns (0.6); research facts related to OTF use of funds and legal authorization for investments (0.7)	2.3	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/24/2020	(b) (6)	Review and analyze documents escalated by first-level review team	1.0	(b) (4)
09/24/2020		Training conference with contract review team	0.8	
09/24/2020		Document review training and protocol update; setup additional document review	0.9	
09/24/2020	ith	Participate in document review training; arrange for document review of (b) (6) documents	0.8	
09/24/2020		Review and respond to reviewer questions; review updated document review protocol; participate in a conference call to train contract attorneys for document review	2.8	\$
09/24/2020		Review and respond to emails regarding (b) (6) and (b) (6) email processing.	0.8	
09/24/2020		Assist team manage client document collection	0.4	
09/24/2020		Prepare media transfer documentation. Update database to indicate progress of data loading, review and production. Copy document collections to disk and update Relativity Upload binder.	1.0	
09/24/2020		Prepare daily summary and reviewer statistics reports	0.2	
09/24/2020		Prepare index of documents for (b) (6)	2.1	
09/24/2020		Federal Office of Investigations research for case # (b) (6). Requested by (b) (6)	0.4	
09/24/2020		Prepare documents for attorney review and analysis	1.2	
09/24/2020		Review electronic documents	8.1	
09/24/2020		Review electronic documents	2.5	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/24/2020	(b) (6)	Review electronic documents	5.3	(b) (4)
09/24/2020		Review electronic documents	1.1	
09/24/2020		Review electronic documents	1.6	
09/24/2020		Review electronic documents	6.0	
09/25/2020		Calls and e-mails regarding data collection; plan for transfer to vendor; call with vendor regarding same; e-mails regarding terms for (b) (6) investigation	2.2	\$
09/25/2020		Call with client on strategy development	1.0	
09/25/2020		Address workstream progress	0.3	
09/25/2020		Participate in calls with (b) (6) and (b) (6) directing document review matters (b) (6)	0.5	
09/25/2020		Participate in strategy call with (b) (6)	0.3	
09/25/2020		Revise memo addressing lobbying limitations for USAGM (0.7); respond to client request for processing of document binder related security clearance processing and discuss cover letter document with (b) (6) (0.8)	1.5	\$
09/25/2020		Review and analyze documents escalated by first-level reviewers	3.0	\$
09/25/2020		Review leave letter materials and (b) (6) binder; telephone call with (b) (6) regarding leave letters analysis; correspondence with vendor regarding data processing instructions; conference with vendor regarding processing and database setup; correspondence with practice support regarding data transfer; setup index template for leave letter review	3.6	\$

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/25/2020	(b) (6)	Revise (b) (6) travel issues investigative work plan based on client feedback; prepare search terms and structure for document related to same; review and analyze client custodial email for same	5.0	(b) (4)
09/25/2020	(b) (6)	Review and respond to reviewer questions; review documents to ensure quality of reviewer work; search and review custodial documents; create 2LVL batches	3.2	(b) (4)
09/25/2020	(b) (6)	Review, analysis, and index of leave letters for (b) (6)	2.4	(b) (4)
09/25/2020	(b) (6)	Prepare binder for (b) (6)	0.2	(b) (4)
09/25/2020	(b) (6)	Prepare index of documents pertaining to (b) (6) for (b) (6) review	1.8	(b) (4)
09/25/2020	(b) (6)	Encrypt and copy files received via sharefile to disc	0.4	(b) (4)
09/25/2020	(b) (6)	Prepare media transfer documentation. Update database to indicate progress of data loading, review and production. Copy document collections to disk and update Relativity Upload binder.	1.0	(b) (4)
09/25/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.2	(b) (4)
09/25/2020	(b) (6)	Prepare index of documents for (b) (6)	1.9	(b) (4)
09/25/2020	(b) (6)	Prepare documents for attorney review and analysis	0.6	(b) (4)
09/25/2020	(b) (6)	Review electronic documents	3.5	(b) (4)
09/25/2020	(b) (6)	Review electronic documents	7.2	(b) (4)
09/25/2020	(b) (6)	Review electronic documents	1.2	(b) (4)
09/25/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
09/25/2020	(b) (6)	Review electronic documents	8.0	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/25/2020	(b) (6)	Review electronic documents	4.6	(b) (4)
09/26/2020	(b) (6)	Review leave letter materials and (b) (6)	2.5	\$
09/26/2020	(b) (6)	Assist (b) (6) and (b) (6) with preparation of data transfer to database vendor for processing.	1.5	
09/26/2020	(b) (6)	Prepare index of documents pertaining to (b) (6) and (b) (6) for (b) (6) review	3.4	
09/26/2020	(b) (6)	Prepare documents for attorney review and analysis	1.8	
09/26/2020	(b) (6)	Review electronic documents	3.0	
09/27/2020	(b) (6)	Review and analyze documents escalated by first-level review team	0.5	
09/27/2020	(b) (6)	Review leave letter materials and (b) (6) binder	2.0	\$
09/27/2020	(b) (6)	Review and analyze client custodial email for (b) (6) /travel issues	0.6	
09/27/2020	(b) (6)	Review, analysis, and index of leave letters for (b) (6).	2.0	
09/27/2020	(b) (6)	Review electronic documents	2.0	
09/27/2020	(b) (6)	Review electronic documents	2.7	
09/28/2020	(b) (6)	Calls and e-mails regarding data collection and vendor involvement, data base transfer and plan for additional review and collection	1.7	\$
09/28/2020	(b) (6)	Call with client on strategy development	1.0	
09/28/2020	(b) (6)	Participate in call with S. Dewey, and related workstream management follow-ups	0.8	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/28/2020	(b) (6)	Confer with (b) (6) regarding second level review	0.2	(b) (4)
09/28/2020	(b) (6)	Review leave letter materials and draft memorandum regarding same; correspond with Consilio regarding data processing priorities and plan; correspond with (b) (6) regarding processing priorities; correspond with practice support regarding Relativity database information for transfer	6.2	(b) (4)
09/28/2020	(b) (6)	Set up document review structure for (b) (6) issues; review OIG travel matter cited in 2017 OIG report (6)	0.4	(b) (4)
09/28/2020	(b) (6)	Review and respond to reviewer questions; review and respond to emails regarding processing and loading of documents; create 2LVL batches.	1.3	(b) (4)
09/28/2020	(b) (6)	Bookmark and perform OCR on leave letters for (b) (6) with follow-up regarding same.	3.5	(b) (4)
09/28/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.2	(b) (4)
09/28/2020	(b) (6)	Prepare index of documents for (b) (6)	2.5	(b) (4)
09/28/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
09/28/2020	(b) (6)	Review electronic documents	7.7	(b) (4)
09/28/2020	(b) (6)	Review electronic documents	8.2	(b) (4)
09/28/2020	(b) (6)	Review electronic documents	7.3	(b) (4)
09/28/2020	(b) (6)	Review electronic documents	10.5	(b) (4)
09/29/2020	(b) (6)	Team call regarding status of work flows; calls and e-mails with vendor regarding data base transfer and data processing; calls and e-mails regarding data collection	1.7	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/29/2020	(b) (6)	Confer with team and direct strategy on next steps	0.8	(b) (4)
09/29/2020		Conduct team call and update client per same	0.5	
09/29/2020		Prepare for team meeting including review of legal research projects and OTF project work flow (0.3); attend team virtual meeting with (b) (6) to discuss priorities for client deliverable work product as well as investigation strategy (0.5)	0.8	
09/29/2020		Review and analyze documents escalated by first level review team	4.7	
09/29/2020		Participate in teleconference with outside counsel team regarding project status	0.5	
09/29/2020		Teleconference with (b) (6) regarding investigative next steps	0.5	
09/29/2020		Teleconference with (b) (6) regarding investigative next steps	0.2	
09/29/2020		Review documents	3.5	
09/29/2020		Review OIG reports	1.0	
09/29/2020		Internal team meeting	0.5	
09/29/2020		Review leave letter materials and draft memorandum regarding same; conference with Consilio regarding document processing, searching and database setup plan; conference with (b) (6) and merits team regarding various workstreams and plan for addressing overlap; review and revise document review protocol; correspondence with (b) (6) regarding document review	4.3	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/29/2020	(b) (6)	Review custodial email for (b) (6) /travel issues; participate in matter touch base call with (b) (6); provide feedback to (b) (6) on designing search terms and review for document review (6)	2.2	(b) (4)
09/29/2020		Review and respond to reviewer questions; review and respond to emails regarding processing and loading of documents; create 2LVL batches; participate in a call with the vendor regarding processing, loading and review of documents	2.7	
09/29/2020		Communications with (b) (6) regarding document management	0.2	
09/29/2020		Prepare daily summary and reviewer statistics reports	0.2	
09/29/2020		Review electronic documents	8.5	
09/29/2020		Review electronic documents	7.0	
09/29/2020		Review electronic documents	8.0	
09/29/2020		Review electronic documents	11.5	
09/30/2020		Attend reviewer training	0.5	
09/30/2020		Consult with team regarding status of discovery projects	0.2	
09/30/2020		Review and assess new OTF materials	1.3	
09/30/2020		Review security dossier from (b) (6)	1.3	
09/30/2020		Confer with (b) (6) about new OTF structural legal question from client and review of related documents forwarded from the client	1.0	
09/30/2020		Review and analyze documents received from client for key issues	5.6	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
09/30/2020	(b) (6)	Review and analyze (b) (6)'s email communications related to potential Smith-Mundt Act violations	1.5	(b) (4)
09/30/2020		Review documents	4.7	
09/30/2020		Conference with (b) (6) regarding data processing, 1lvl review status, workstream progress, search term reports and database transfer; revise and review protocol for leave letter issue; review and revise draft search terms; correspondence with vendor regarding searches	2.7	
09/30/2020		Prepare search terms and structure for (b) (6)/travel issues document review	0.6	
09/30/2020		Review and respond to reviewer questions; review and respond to emails regarding processing and loading of documents; create 2LVL batches; review search term reports	1.4	
09/30/2020		Update case tracking regarding media collected by Consilio for data processing in anticipation of document review.	0.4	
09/30/2020		Procure and produce emails for review to E. Mills with follow-up draft instructions for addition to Relativity.	0.4	
09/30/2020		Assist (b) (6) review client documents	0.1	
09/30/2020		Prepare daily summary and reviewer statistics reports	0.2	
09/30/2020		Review electronic documents	8.0	
09/30/2020		Review electronic documents	7.4	
09/30/2020		Review electronic documents	7.0	
09/30/2020		Review electronic documents	8.0	
09/30/2020		Review electronic documents	3.0	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT	
			Total Fees	851.9	\$321,723.50

DISBURSEMENT DETAIL

DATE	DESCRIPTION	AMOUNT
09/22/2020	(b) (6) - Parking - Meeting with new client U.S. Agency for Global Media, (b) (6), on 09/03/2020	\$21.00
09/22/2020	(b) (6) - Mileage - Meeting with new client U.S. Agency for Global Media, (b) (6), on 09/03/2020	\$125.07
	Total Disbursements	\$146.07

Sam Dewey
U.S. Agency for Global Media
300 Independence Ave. SW
Washington, DC 20237
US - USA

CLIENT

U.S. Agency for Global Media

MATTER

Internal Investigation

Remittance

	AMOUNT
Fees	\$321,723.50
Disbursements	\$146.07
Total Due This Invoice	\$321,869.57

Direct invoice or account inquiries to the McGuireWoods Accounts Receivable helpline at 800-775-2202.

PAYMENT IN FULL IS DUE PER TERMS OF ENGAGEMENT BY BANK TRANSFER OR CHECK:

Bank Name: **Bank of America**
ABA: (b) (6) (Domestic Wires)
ABA: (b) (6) (ACH Credits)
Swift Code: (b) (6) (International Wires)
Credit: McGuireWoods Operating Account
Account Number: (b) (6)
Reference: (b) (6)
Invoice #: 92417976

OR McGuireWoods LLP
Attn: Accounts Receivable
800 E. Canal Street
Richmond, VA 23219-3916

McGuireWoods Accounting Contact:

(b) (6)
Tax ID: 54-0505857

Sam Dewey
 U.S. Agency for Global Media
 300 Independence Ave. SW
 Washington, DC 20237
 US - USA

CLIENT

U.S. Agency for Global Media

MATTER

Internal Investigation

Invoice for Services Rendered and Disbursements Incurred Through 10/31/2020

FEE SUMMARY

TIMEKEEPER	TITLE	RATE/HR	HOURS	AMOUNT
(b) (6)	Partner	(b) (4)	14.1	(b) (4)
	Partner		7.2	
	Partner		74.5	
	Partner		24.0	
	Associate		9.6	
	Associate		144.1	
	Associate		171.8	
	Associate		141.3	
	Associate		87.1	
	Counsel		57.7	
	Counsel		71.2	
	Staff Attorney		5.3	
	Staff Attorney		57.4	
	Paralegal		2.5	
	Paralegal		5.6	
	Paralegal		54.4	
	Paralegal		4.5	
	Paralegal		2.1	
	Case Assistant		0.8	
	Case Assistant		0.9	
	Case Assistant		13.8	
	Other Timekeeper		7.0	
	Other Timekeeper		1.1	
	Other Timekeeper		0.1	
	Other Timekeeper		0.5	
	Other Timekeeper		0.4	
	Other Timekeeper		0.4	

TIMEKEEPER	TITLE	RATE/HR	HOURS	AMOUNT
(b) (6)	Other Timekeeper	(b) (4)	4.8	(b) (4)
	Outsourced Attorney		174.1	\$
	Outsourced Attorney		119.2	\$
	Outsourced Attorney		158.8	\$
	Outsourced Attorney		116.3	\$
	Outsourced Attorney		163.4	\$
	Outsourced Attorney		187.9	\$
	Outsourced Attorney		38.3	\$
	Outsourced Attorney		86.1	\$
	Outsourced Attorney		165.7	\$
	Outsourced Attorney		141.3	\$
			Total Fees	2,315.3
				\$682,048.50

TASK AND ACTIVITY SUMMARY

TASK - DESCRIPTION	HOURS	AMOUNT
L110 - Fact Investigation/Development	314.8	\$191,521.00
L120 - Analysis/Strategy	410.4	\$251,098.00
L140 - Document/File Management	90.5	\$33,157.00
L190 - Other Case Assessment, Development and Administration	10.8	\$5,589.00
L320 - Document Production	1,468.7	\$190,246.50
L390 - Other Discovery	10.3	\$3,917.00
L410 - Fact Witnesses	9.0	\$6,336.00
L440 - Other Trial Preparation and Support	0.8	\$184.00
Total Fees		2,315.3
		\$682,048.50

DISBURSEMENT SUMMARY

	AMOUNT
Data Services	\$1,984.50
Delivery services/messenger (E107)	\$72.25
Other (E124)	\$135.00
Out-Of-Town Travel (E110)	\$156.95
Professional Services rendered by McGuireWoods Consulting	\$2,157.00
Software Licenses	\$1,260.00
Total Disbursements	\$5,765.70

Invoice Total \$687,814.20

Invoice Detail

FEE DETAIL

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/01/2020	(b) (6)	Calls and e-mails regarding search term results and plan for review for various work flows; calls and e-mails regarding data collection; calls and e-mails regarding deleted data reports	2.3	(b) (4)
10/01/2020		Review factual updates and direct team on strategy, including leading team call	1.0	
10/01/2020		Review and assess OTF whistleblower complaint and correspondence	1.0	
10/01/2020		Revise document review protocol	1.5	
10/01/2020		Review (b) (6) security binder	1.5	
10/01/2020		Participate in team strategy calls	0.8	
10/01/2020		Address new client requests	1.0	
10/01/2020		Attend team meeting for USAMG projects and review OFT projects (0.7); confer with (b) (6) about research into OTF and the firewall and client priorities (0.3); research OTF budget and claims of misconduct as it relates to client directed investigation (2.0); lead conference with (b) (6) and (b) (6) to advance new investigation of OTF conduct and to review legal authority for OTF activity (0.7); confer with legal team about additional legal research on OTF authorization and client questions related thereto (0.5); review client documents related to questions about OTF legal structure (1.0)	5.2	
10/01/2020		Analyze issues related to agency firewall and journalistic	0.5	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/01/2020	(b) (6)	Review and analyze documents escalated by first-level review team	2.8	(b) (4)
10/01/2020	(b) (6)	Review and analyze (b) (6)'s e-mail communications related to potential violations of the Smith Mundt Act	3.8	(b) (4)
10/01/2020	(b) (6)	Teleconference with (b) (6) regarding investigative next steps related to Open Technology Fund	0.1	(b) (4)
10/01/2020	(b) (6)	Teleconference with (b) (6) and (b) (6) regarding investigative next steps related to Open Technology Fund	0.6	(b) (4)
10/01/2020	(b) (6)	Review and analyze Open Technology Fund annual reports	2.0	(b) (4)
10/01/2020	(b) (6)	Review OTF website	0.5	(b) (4)
10/01/2020	(b) (6)	Internal team meeting	0.5	(b) (4)
10/01/2020	(b) (6)	Document review	7.5	(b) (4)
10/01/2020	(b) (6)	Draft leave letter review protocol; review and revise draft review protocol; correspondence with (b) (6) regarding review protocol and search terms; analyze search term hits; review and revise draft search terms; correspondence with (b) (6) regarding document review; correspondence with Practice Support (b) (6) regarding database archive for transfer; correspondence with Consilio regarding database transfer, domain parsing and hit reports; conference with (b) (6) regarding workstream updates and stats; correspondence with (b) (6) regarding processing and searching status	3.7	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/01/2020	(b) (6)	Review and analyze custodial e-mail for (b) (6) /travel issues fact development; prepare search terms and document review structure for same; report on same in conference call with J. Adams on team on workstreams developments	2.3	(b) (4)
10/01/2020	(b) (6)	Review and respond to reviewer questions; review and respond to e-mails regarding processing and loading of documents; refresh 2LVL batches; run search terms and review search term reports	3.9	(b) (4)
10/01/2020	(b) (6)	Assist (b) (6) with document collection and review with follow-up regarding same	1.4	(b) (4)
10/01/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.2	(b) (4)
10/01/2020	(b) (6)	Perform requested discovery data and file management task	0.5	(b) (4)
10/01/2020	(b) (6)	Create saved search within relativity workspace to incorporate requested search terms and date conditions by review team	0.4	(b) (4)
10/01/2020	(b) (6)	Prepare documents for attorney review and analysis	0.4	(b) (4)
10/01/2020	(b) (6)	Review electronic documents	6.0	(b) (4)
10/01/2020	(b) (6)	Review electronic documents	6.5	(b) (4)
10/01/2020	(b) (6)	Review electronic documents	7.7	(b) (4)
10/01/2020	(b) (6)	Review electronic documents	5.0	(b) (4)
10/01/2020	(b) (6)	Review electronic documents	4.0	(b) (4)
10/02/2020	(b) (6)	Team call regarding status of various work flows; follow up regarding same; calls and e-mails regarding additional data collection and database transfer and deletion reports; calls and e-mails regarding Consilio collection tracking	2.1	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/02/2020	(b) (6)	Review factual updates and direct team on strategy	0.7	(b) (4)
10/02/2020	(b) (6)	Participate in calls with S. Dewey and related internal calls	1.3	(b) (4)
10/02/2020	(b) (6)	Address (b) (6) e-mail destruction issue	2.0	(b) (4)
10/02/2020	(b) (6)	Conduct training for reviewers on updated protocols	0.8	(b) (4)
10/02/2020	(b) (6)	Respond to (b) (6) question about OTF legal structure research (0.2); analyze OTF research in context of client priorities and document review based on estimate of needed resources from (b) (6) and (b) (6), provide same to (b) (6) (0.3); respond to question for client need to have materials picked up following week (0.1); respond to (b) (6) about arranging for USAGM board minutes to be picked up the following week (0.2)	0.8	(b) (4)
10/02/2020	(b) (6)	Edit memorandum of interview of agency employee	6.5	(b) (4)
10/02/2020	(b) (6)	Review and analyze court pleadings from Open Technology Fund litigation	1.7	(b) (4)
10/02/2020	(b) (6)	Review and analyze Open Technology Fund formation documents and corresponding appropriations and grant enabling statutes	1.4	(b) (4)
10/02/2020	(b) (6)	Review and analyze Open Technology Fund annual reports and draft summary regarding same	4.8	(b) (4)
10/02/2020	(b) (6)	Internal team meeting regarding OTF	0.5	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/02/2020	(b) (6)	Document review training; conference with (b) (6) and (b) (6) regarding Security Division reports; correspondence with Consilio regarding database setup and transfer, analytics and permissions; review and revise search terms; correspondence with (b) (6) regarding QC	4.0	\$(b) (4)
10/02/2020	(b) (6)	Provide direction to (b) (6) team on search terms to apply to custodial e-mails for (b) (6) /travel issues; participate in contract attorney document review training on same	1.3	
10/02/2020	(b) (6)	Review and respond to reviewer questions; review and respond to e-mails regarding processing and loading of documents; review search term reports; review and respond to e-mails regarding search terms; participate in a call to discuss updated protocol with contract attorneys; review updated protocol	4.0	\$
10/02/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same	3.7	\$
10/02/2020	(b) (6)	Assist (b) (6) manage client document collection	0.7	
10/02/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.2	
10/02/2020	(b) (6)	Review electronic documents	0.6	
10/02/2020	(b) (6)	Review electronic documents	0.6	
10/02/2020	(b) (6)	Review electronic documents	0.6	
10/02/2020	(b) (6)	Review electronic documents	0.7	
10/02/2020	(b) (6)	Review electronic documents	0.5	
10/02/2020	(b) (6)	Training update phone call	0.6	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/03/2020	(b) (6)	Confer with (b) (6) about OTF research on formation and authorization as requested by the client	0.2	(b) (4)
10/03/2020	(b) (6)	Review electronic documents	4.7	(b) (4)
10/03/2020	(b) (6)	Review electronic documents	1.3	(b) (4)
10/03/2020	(b) (6)	Review electronic documents	0.5	(b) (4)
10/04/2020	(b) (6)	Review news article for details about alleged whistle blower complaints at USAGM as provided by (b) (6)	0.1	(b) (4)
10/04/2020	(b) (6)	Review and analyze documents related to grant funds recipient	7.5	(b) (4)
10/04/2020	(b) (6)	Review and analyze pleadings from recent federal court litigation regarding Open Technology Fund and conduct related legal research	2.6	(b) (4)
10/04/2020	(b) (6)	Review electronic documents	10.2	(b) (4)
10/04/2020	(b) (6)	Review electronic documents	5.9	(b) (4)
10/04/2020	(b) (6)	Review electronic documents	1.7	(b) (4)
10/05/2020	(b) (6)	Attend reviewer training regarding updated protocol; review deletion reports and e-mails regarding same; calls and e-mails regarding data collection; paper collecting	1.4	(b) (4)
10/05/2020	(b) (6)	Direct strategy on pending workstreams	1.3	(b) (4)
10/05/2020	(b) (6)	Call with (b) (6) to address various research issues	0.5	(b) (4)
10/05/2020	(b) (6)	Perform review training	1.0	(b) (4)
10/05/2020	(b) (6)	Conduct onboarding of (b) (6)	0.5	(b) (4)
10/05/2020	(b) (6)	Confer with (b) (6) about OTF legal status; confer with (b) (6)	0.8	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/05/2020	(b) (6)	Address document receipt and processing of Board minutes from S. Dewey with law firm paralegals and staff	0.6	(b) (4)
10/05/2020	(b) (6)	Analysis with outside counsel team documents received from client regarding key issues including conflicts of interest	0.5	(b) (4)
10/05/2020	(b) (6)	Conference with outside counsel team regarding investigation background and second-level review	1.5	(b) (4)
10/05/2020	(b) (6)	Review and analyze updated document review protocol	1.2	(b) (4)
10/05/2020	(b) (6)	Confer with (b) (6) and (b) (6) regarding internal investigation	0.7	(b) (4)
10/05/2020	(b) (6)	Participate in training on 2LVL review	0.7	(b) (4)
10/05/2020	(b) (6)	Review and analyze background materials	5.9	(b) (4)
10/05/2020	(b) (6)	Obtain credentials for 2LVL review of documents	0.3	(b) (4)
10/05/2020	(b) (6)	Draft legal memorandum regarding formation of Open Technology Fund and conduct related legal research	7.5	(b) (4)
10/05/2020	(b) (6)	Teleconference with second-level review team regarding updated review protocol and review	0.9	(b) (4)
10/05/2020	(b) (6)	Teleconference with (b) (6) regarding initial findings related to legal research pertaining to Open Technology Fund	0.3	(b) (4)
10/05/2020	(b) (6)	Review and analyze (b) (6) e-mail communications regarding statutory authority to form the Open Technology Fund	1.7	(b) (4)
10/05/2020	(b) (6)	Teleconference with (b) (6) regarding next steps related to Open Technology Fund legal memorandum	0.2	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/05/2020	(b) (6)	Review and analyze pleadings from recent federal court litigation regarding Open Technology Fund and conduct related legal research	0.6	(b) (4)
10/05/2020	(b) (6)	Analyze OTF materials	5.8	(b) (4)
10/05/2020	(b) (6)	Internal team meeting	0.9	(b) (4)
10/05/2020	(b) (6)	Document review training; confer with merits team regarding QC plan and issues update; correspond with Consilio regarding database setup; correspond with (b) (6) regarding batching; batch 2LVL documents for review and correspond with 2LVL team; QC documents; answer reviewer questions	3.0	(b) (4)
10/05/2020	(b) (6)	Review and analyze custodial e-mail for significant documents related to travel issues	1.1	(b) (4)
10/05/2020	(b) (6)	Review and respond to reviewer questions; review and respond to e-mails regarding processing and loading of documents; review documents and batch documents for 2LVL review; participate on a call to discuss 2LVL review; participate on a call to train additional contract attorneys	5.3	(b) (4)
10/05/2020	(b) (6)	Review e-mails and calls for obtaining documents from USAGM of board meeting materials and briefing books	1.5	(b) (4)
10/05/2020	(b) (6)	Assist (b) (6), (b) (6), and (b) (6) with document collection tracking, processing, and review with follow-up regarding same	4.2	(b) (4)
10/05/2020	(b) (6)	Communications with (b) (6) regarding client document collection	1.3	(b) (4)
10/05/2020	(b) (6)	Drive to Voice of America, pick up board document materials, and deliver to McGuireWoods to scan into the database	2.1	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/05/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.6	(b) (4)
10/05/2020		Prepare media transfer documentation	1.0	
10/05/2020		Review electronic documents	1.8	
10/05/2020		Review electronic documents	6.8	
10/05/2020		Review electronic documents	7.7	
10/05/2020		Review electronic documents	8.6	
10/05/2020		Review electronic documents	8.0	
10/05/2020		Review electronic documents	2.8	
10/05/2020		Review electronic documents	10.0	
10/05/2020		Review electronic documents	6.5	
10/05/2020		Review electronic documents	6.0	
10/05/2020		Review electronic documents	3.5	
10/06/2020		Call with vendor regarding data base set up and plan for review; calls and e-mails regarding status of device collection and reporting	0.8	
10/06/2020		Analyze RFA and OTF documents	4.5	
10/06/2020		Draft workstream summaries	2.5	
10/06/2020		Revise search terms for RFA	1.0	
10/06/2020		Research authorities for OTF formation memorandum (0.3); direct handling of USAGM Board Minutes as received from the client (0.2)	0.5	
10/06/2020		Prepare search terms for USAGM media network	2.8	
10/06/2020		Review and analyze documents escalated by first-level review team	6.0	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/06/2020	[REDACTED]	Review and analyze documents	4.4	(b) (4)
10/06/2020	[REDACTED]	Confer with (b) (6) regarding initial document findings	0.8	[REDACTED]
10/06/2020	[REDACTED]	Draft legal memorandum regarding formation of Open Technology Fund and conduct related legal research	4.7	[REDACTED]
10/06/2020	[REDACTED]	Review and analyze (b) (6) e-mail communications regarding statutory authority to form the Open Technology Fund	0.7	[REDACTED]
10/06/2020	[REDACTED]	Review and analyze Further Consolidated Appropriations Act of 2020 and related legislative materials	0.7	[REDACTED]
10/06/2020	[REDACTED]	Review and analyze legislative history of 22 U.S.C. 6209	0.6	[REDACTED]
10/06/2020	[REDACTED]	Review and analyze materials related to Open Technology Fund Projects	0.9	[REDACTED]
10/06/2020	[REDACTED]	Review, analyze, and conduct second-level review of USAGM employees communications	0.6	[REDACTED]
10/06/2020	[REDACTED]	OTF research	3.5	[REDACTED]
10/06/2020	[REDACTED]	Document review	4.0	[REDACTED]
10/06/2020	[REDACTED]	QC documents; review template analysis; correspondence with Consilio regarding user permissions, tiffing request, imaging profile, pdf export, document foldering and database setup; review draft RFA search terms and correspondence with (b) (6) regarding same (b) (6)	4.1	[REDACTED]
10/06/2020	[REDACTED]	Review and analyze custodial client e-mail, for (b) (6) /travel issues fact development	1.4	[REDACTED]

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/06/2020	(b) (6)	Review and respond to reviewer questions; review and respond to e-mails regarding document review and database issues; review documents and batch documents for 2LVL review	3.1	\$(b) (4)
10/06/2020		Review e-mails, calls and case status of document scanning	0.6	
10/06/2020		Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same	3.9	
10/06/2020		Assist team manage client document collection	0.4	
10/06/2020		Prepare daily summary and reviewer statistics reports	0.5	
10/06/2020		Update database collection sets to indicate progress of data loading, review and in anticipation for production for (b) (6)	0.8	
10/06/2020		Prepare documents for review and analysis	0.1	
10/06/2020		Review electronic documents	6.0	
10/06/2020		Review electronic documents	8.2	
10/06/2020		Review electronic documents	7.7	
10/06/2020		Review electronic documents	1.1	
10/06/2020		Review electronic documents	7.5	
10/06/2020		Review electronic documents	1.4	
10/06/2020		Review electronic documents	11.0	
10/06/2020		Review electronic documents	10.5	
10/06/2020		Review electronic documents	5.8	
10/06/2020		Review electronic documents	9.0	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/07/2020	(b) (6)	Consult with team regarding status of discovery projects	0.2	(b) (4)
10/07/2020		Address matters relating to document review and requests from USAGM	0.5	
10/07/2020		Prepare list of key terms for grantee to search for custodian e-mails and documents	1.3	
10/07/2020		Review and analyze documents escalated by first-level review team	5.8	
10/07/2020		Conduct 2LVL review of documents	5.0	
10/07/2020		Discuss preliminary findings from review with (b) (6) by phone	1.7	
10/07/2020		Review, analyze, and conduct second-level review of USAGM employees' communications	1.6	
10/07/2020		Document review	5.0	
10/07/2020		Conference with (b) (6) regarding database transfer update, search terms, (b) (6) loading, 1LVL review, 2LVL review, travel review searches; QC documents for employee analysis; research policy memorandum per (b) (6) request and provide analysis of same; answer reviewer questions	3.7	
10/07/2020		Review and analyze documents on H. (b) (6) /travel issues and update memorandum on fact development with information from same	2.9	
10/07/2020		Review and respond to reviewer questions; review documents and batch documents for 2LVL review; review search term reports	2.2	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/07/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same	2.2	(b) (4)
10/07/2020		Prepare daily summary and reviewer statistics reports	0.3	
10/07/2020		Review electronic documents	5.1	
10/07/2020		Review electronic documents	6.2	
10/07/2020		Review electronic documents	7.6	
10/07/2020		Review electronic documents	8.0	
10/07/2020		Review electronic documents	3.5	
10/07/2020		Review electronic documents	9.0	
10/07/2020		Review electronic documents	8.9	
10/07/2020		Review electronic documents	4.0	
10/07/2020		Review electronic documents	8.2	
10/08/2020		Calls and e-mails regarding database set up; calls and e-mails regarding tracking work flow and review status	0.7	
10/08/2020		Address document search and database issues	0.3	
10/08/2020		Confer with (b) (6) on memo analyzing OTFs legal status and ability to receive grant funds	0.1	
10/08/2020		Review and analyze responsive documents escalated by first-level review team	3.7	
10/08/2020		Cull and summarize documents relating to key issues	3.4	
10/08/2020		Confer with (b) (6) regarding documents obtained on agency contracts via FOIA requests	0.3	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/08/2020	(b) (6)	Conduct 2LVL review	5.7	\$(b) (4)
10/08/2020	(b) (6)	Review and analyze Open Technology Fund annual reports and underlying data	1.7	
10/08/2020	(b) (6)	Review, analyze, and conduct second-level review of USAGM employees' communications	1.6	
10/08/2020	(b) (6)	Document review	4.1	\$
10/08/2020	(b) (6)	QC documents; correspondence with Consilio regarding searches; correspondence with S. Dewey regarding searches; setup and test user permissions; modify layout for case tracking	2.8	\$
10/08/2020	(b) (6)	Review and analyze custodial e-mail and build out fact development memorandum on (b) (6) /travel issues	3.7	\$
10/08/2020	(b) (6)	Review and respond to reviewer questions; review and respond to e-mails regarding document review and database issues; review documents and batch documents for 2LVL review	4.1	\$
10/08/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same	2.7	
10/08/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.4	
10/08/2020	(b) (6)	Update database to indicate progress of data loading, review and production	0.5	
10/08/2020	(b) (6)	Review electronic documents	2.1	
10/08/2020	(b) (6)	Review electronic documents	8.6	
10/08/2020	(b) (6)	Review electronic documents	7.7	
10/08/2020	(b) (6)	Review electronic documents	7.7	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/08/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
10/08/2020		Review electronic documents	2.8	
10/08/2020		Review electronic documents	7.0	
10/08/2020		Review electronic documents	9.5	
10/08/2020		Review electronic documents	5.0	
10/08/2020		Review electronic documents	8.8	
10/09/2020		Review new complaint and confer with team on developments	1.8	
10/09/2020		Participate in calls to (b) (6) and Mendes	0.3	
10/09/2020		Call with (b) (6)	0.5	
10/09/2020		Direct work on multiple workstreams	1.5	
10/09/2020		Review and assess new litigation	1.0	
10/09/2020		Confer with (b) (6) and (b) (6) on status of OTF funding research	0.2	
10/09/2020		Analysis with outside counsel team issues related to matters under investigation by different work streams and plans for sharing information among team	0.5	
10/09/2020		Review and analyze documents escalated by first-level review team	7.5	
10/09/2020		Review and analyze documents	6.9	
10/09/2020		Associate call to discuss preliminary findings	0.5	
10/09/2020		Review, analyze, and conduct second-level review of USAGM employees' communications	0.5	
10/09/2020		Teleconference with (b) (6) regarding review protocol related to OTF funding projects	0.5	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/09/2020	(b) (6)	Compile list of OTF funding projects for further investigation	0.6	(b) (4)
10/09/2020	(b) (6)	Review and analyze appropriations statutes related to OTF funding	0.6	(b) (4)
10/09/2020	(b) (6)	Confer with review team regarding OTF project funding review	0.2	(b) (4)
10/09/2020	(b) (6)	Teleconference with (b) (6) regarding investigative next steps related to review of OTF project funding	0.4	(b) (4)
10/09/2020	(b) (6)	Review OTF projects	1.0	(b) (4)
10/09/2020	(b) (6)	Review documents	3.3	(b) (4)
10/09/2020	(b) (6)	Internal meeting regarding OTF	0.5	(b) (4)
10/09/2020	(b) (6)	Review and revise search term hit report; correspondence with (b) (6) regarding search term modifications; correspondence with Consilio regarding search term and reporting; analyze search term hit reports	0.8	(b) (4)
10/09/2020	(b) (6)	Analyze federal district court complaint on firewall issues, for (b) (6) review and analyze custodial e-mail on (b) (6) and travel issues; assist (b) (6) in preparing search terms to run against additional custodial e-mail, for document review	3.9	(b) (4)
10/09/2020	(b) (6)	Review and respond to reviewer questions; review documents and batch documents for 2LVL review; review search term reports	1.0	(b) (4)
10/09/2020	(b) (6)	Assis (b) (6) with document collection tracking, processing, and review with follow-up regarding same	1.8	(b) (4)
10/09/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/09/2020	(b) (6)	Prepare media transfer documentation. Update database to indicate progress of data loading, review and production; copy document collections to disk and update Relativity Upload binder	1.0	(b) (4)
10/09/2020		Review electronic documents	4.0	
10/09/2020		Review electronic documents	6.2	
10/09/2020		Review electronic documents	7.6	
10/09/2020		Review electronic documents	8.8	
10/09/2020		Review electronic documents	8.0	
10/09/2020		Review electronic documents	1.4	
10/09/2020		Review electronic documents	6.0	
10/09/2020		Review electronic documents	11.3	
10/09/2020		Review electronic documents	4.5	
10/09/2020		Review electronic documents	8.5	
10/10/2020		Review and analyze documents	7.8	
10/10/2020		Review OTF documents	0.5	
10/10/2020		Answer reviewer questions; correspondence with (b) (6) regarding search term modifications; correspondence with (b) (6) regarding search term analysis chart	0.4	
10/10/2020		Review and analyze custodial e-mails for (b) (6) /travel issues and update workstream fact development memorandum on same; assist (b) (6) is constructing search terms for custodial e-mail document review	2.9	
10/10/2020		Work on analysis and summary of search term report in preparation of document review and potential production	2.3	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/10/2020	(b) (6)	Review electronic documents	3.0	(b) (4)
10/10/2020		Review electronic documents	1.4	
10/10/2020		Review electronic documents	3.0	
10/10/2020		Review electronic documents	8.9	
10/11/2020		Review and analyze documents escalated by first-level review team	1.8	
10/11/2020		Continue reviewing documents	9.2	
10/11/2020		Confer with team regarding potentially significant documents	0.4	
10/11/2020		Review and analyze e-mail communications related to OTF funding projects	0.5	
10/11/2020		Second level document review	5.0	
10/11/2020		Review OTF e-mails	0.5	
10/11/2020		Review and analyze custodial e-mails for (b) (6) /travel issues and update workstream fact development memorandum on same; assist (b) (6) is constructing search terms for custodial e-mail document review	1.9	
10/11/2020		Review electronic documents	2.3	
10/11/2020		Review electronic documents	2.6	
10/11/2020		Review electronic documents	3.0	
10/11/2020		Review electronic documents	4.0	
10/11/2020		Review electronic documents	5.3	
10/11/2020		Review electronic documents	3.1	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/12/2020	(b) (6)	Calls and e-mails regarding work flow progress and status; calls and e-mails regarding search terms and data processing tracking	0.5	(b) (4)
10/12/2020	(b) (6)	Confer with team on factual updates and develop strategy	0.6	(b) (4)
10/12/2020	(b) (6)	Participate in calls regarding workstreams and strategy	1.0	(b) (4)
10/12/2020	(b) (6)	Revise and refine search terms	1.0	(b) (4)
10/12/2020	(b) (6)	Review and assess legal analysis memos regarding OTF formation and document destruction	1.5	(b) (4)
10/12/2020	(b) (6)	Final edits and review of OTF funding and formation memorandum before sending to client	0.4	(b) (4)
10/12/2020	(b) (6)	Meet virtually with (b) (6) to discuss details of investigation into OTF funding and compliance with legal standards (0.6); confer with (b) (6) about OTF formation and legal status (0.2); meet virtually to review legal memorandum addressing OTF formation and funding as requested by the client with (b) (6) (0.4); confer with (b) (6) about revisions to legal memorandum on OTF funding to finalize for client use (0.3); review of OTF memo and revisions to final draft (0.6); review complaint and materials related to firewall violations as requested (1.5); confer with (b) (6) about firewall litigation as it relates to legal research (0.5); continue drafting revised OTF funding memorandum (0.5)	4.7	(b) (4)
10/12/2020	(b) (6)	Review and analyze documents escalated by first-level review team	5.3	(b) (4)
10/12/2020	(b) (6)	Review and analyze documents	8.2	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/12/2020	(b) (6)	Confer with associate team regarding OTF matters	0.8	(b) (4)
10/12/2020	(b) (6)	Share excerpts of potentially significant documents with (b) (6) for review	0.4	(b) (4)
10/12/2020	(b) (6)	Review, analyze, and conduct second-level review of USAGM employees' communications	1.4	(b) (4)
10/12/2020	(b) (6)	Teleconference with (b) (6) regarding review of OTF project funding	0.4	(b) (4)
10/12/2020	(b) (6)	Teleconference with (b) (6) regarding investigative next steps related to review of OTF project funding	0.2	(b) (4)
10/12/2020	(b) (6)	Teleconference with (b) (6) regarding investigative next steps related to review of OTF project funding	0.2	(b) (4)
10/12/2020	(b) (6)	Teleconference with (b) (6) regarding OTF legal memorandum	0.5	(b) (4)
10/12/2020	(b) (6)	Revise and update OTF formation legal memorandum	1.3	(b) (4)
10/12/2020	(b) (6)	Draft instructions for (b) (6) regarding research for OTF project funding review	0.2	(b) (4)
10/12/2020	(b) (6)	Review and analyze annual reports of entities receiving OTF project funding	0.4	(b) (4)
10/12/2020	(b) (6)	Review and analyze appropriations statutes related to OTF funding	0.8	(b) (4)
10/12/2020	(b) (6)	Review and analyze e-mail communications related to OTF funding projects	0.4	(b) (4)
10/12/2020	(b) (6)	Internal team meeting regarding OTF	0.5	(b) (4)
10/12/2020	(b) (6)	Call with (b) (6) regarding OTF	0.2	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/12/2020	(b) (6)	Second level document review	7.5	(b) (4)
10/12/2020	(b) (6)	Telephone call from (b) (6) regarding document review status and collection and processing update; review civil Complaint; QC documents for employee analysis; analyze and modify search terms; correspondence with Consilio regarding search term modifications and reports; correspondence with (b) (6) regarding search term report and proposed modifications	4.0	(b) (4)
10/12/2020	(b) (6)	Review and analyze regulations and facts related to potential Federal Records Act violations	2.2	(b) (4)
10/12/2020	(b) (6)	Review and respond to reviewer questions; review documents and batch documents for 2LVL review; review search term reports; review and respond to e-mails regarding loading and processing of documents; teleconference with (b) (6) regarding search terms, document tracker; review and edit document tracker	3.6	(b) (4)
10/12/2020	(b) (6)	Work on analysis of search term reports	0.2	(b) (4)
10/12/2020	(b) (6)	Review e-mails, calls and case status of document scanning	0.6	(b) (4)
10/12/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same	2.9	(b) (4)
10/12/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
10/12/2020	(b) (6)	Research on OTF companies and their financials	0.3	(b) (4)
10/12/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
10/12/2020	(b) (6)	Review electronic documents	7.7	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/12/2020	[REDACTED]	Review electronic documents	8.9	(b) (4)
10/12/2020	[REDACTED]	Review electronic documents	5.2	[REDACTED]
10/12/2020	[REDACTED]	Review electronic documents	5.0	[REDACTED]
10/12/2020	[REDACTED]	Review electronic documents	9.0	[REDACTED]
10/12/2020	[REDACTED]	Review electronic documents	8.1	[REDACTED]
10/12/2020	[REDACTED]	Review electronic documents	2.0	[REDACTED]
10/12/2020	[REDACTED]	Review electronic documents	9.2	[REDACTED]
10/13/2020	[REDACTED]	E-mails regarding data base permissions and set up; calls and e-mails regarding deletion analysis	0.6	[REDACTED]
10/13/2020	[REDACTED]	Revise OTF legality memo	0.5	[REDACTED]
10/13/2020	[REDACTED]	Refine search teams	0.3	[REDACTED]
10/13/2020	[REDACTED]	Review and analyze issues related to federal regulations governing grant recipients	3.0	[REDACTED]
10/13/2020	[REDACTED]	Review and analyze documents	13.2	[REDACTED]
10/13/2020	[REDACTED]	Confer with associate team regarding notable documents	0.4	[REDACTED]
10/13/2020	[REDACTED]	Review, analyze, and conduct second-level review of USAGM employees' communications	2.4	[REDACTED]
10/13/2020	[REDACTED]	Document review	6.5	[REDACTED]
10/13/2020	[REDACTED]	Correspondence with (b) (6) regarding search term modifications; correspondence with Consilio regarding search term reports and document promotion	0.8	[REDACTED]

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/13/2020	(b) (6)	Review and analyze regulations and facts related to potential Federal Records Act violations; review and analyze custodial e-mail on (b) (6) /travel issues and update fact development memorandum on same	4.7	(b) (4)
10/13/2020	(b) (6)	Review and respond to reviewer questions; review documents and batch documents for 2LVL review; review search term reports	1.5	(b) (4)
10/13/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same	2.4	(b) (4)
10/13/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
10/13/2020	(b) (6)	Analyze reviewer productivity and review progress	0.8	(b) (4)
10/13/2020	(b) (6)	Research total budget for Open Technology Fund projects	2.2	(b) (4)
10/13/2020	(b) (6)	OIG audit report on Hillary Clinton's e-mail security breach requested by (b) (6)	0.2	(b) (4)
10/13/2020	(b) (6)	Research on financials of various projects funded by the open tech fund for years requested	0.9	(b) (4)
10/13/2020	(b) (6)	Review electronic documents	5.5	(b) (4)
10/13/2020	(b) (6)	Review electronic documents	8.3	(b) (4)
10/13/2020	(b) (6)	Review electronic documents	7.2	(b) (4)
10/13/2020	(b) (6)	Review electronic documents	8.4	(b) (4)
10/13/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
10/13/2020	(b) (6)	Review electronic documents	4.9	(b) (4)
10/13/2020	(b) (6)	Review electronic documents	8.0	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/13/2020	(b) (6)	Review electronic documents	11.2	(b) (4)
10/13/2020		Review electronic documents	9.5	
10/14/2020		Consult with team regarding status of discovery projects	0.2	
10/14/2020		Prepare for and attend update call with client, including direction to team on next steps	1.0	
10/14/2020		Participate in calls with (b) (6) and S. Dewey	0.8	
10/14/2020		Direct work stream activities	0.8	
10/14/2020		Confer with (b) (6) about OTF funding and incorporation issue	0.1	
10/14/2020		Conduct legal research regarding statutory document retention requirements for grant recipients	5.5	
10/14/2020		Review and analyze documents escalated by first-level review team	2.0	
10/14/2020		Review and analyze documents	8.6	
10/14/2020		Compile and draft summary of potentially significant documents	2.2	
10/14/2020		Review and analyze e-mail communications related to OTF funding projects	2.5	
10/14/2020		Review, analyze, and conduct second-level review of USAGM employees' communications	0.7	
10/14/2020		Document review	2.5	
10/14/2020		Internal correspondences regarding OTF	0.7	
10/14/2020		Review OTF correspondences	0.3	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/14/2020	(b) (6)	Conference with (b) (6) regarding document review, QC and search term loading; QC employee analysis documents; correspondence with Consilio regarding time stamp and viewer; review and revise collection, search term and review chart and correspondence with (b) (6) regarding same	1.4	(b) (4)
10/14/2020	(b) (6)	Analyze regulations and materials for potential federal records violations and prepare plan for fact development, for (b) (6); review and analyze custodial e-mail on travel issues and update fact development memorandum	3.3	(b) (4)
10/14/2020	(b) (6)	Review and respond to reviewer questions; review documents and batch documents for 2LVL review; case update and status report	1.5	(b) (4)
10/14/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same	1.5	(b) (4)
10/14/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
10/14/2020	(b) (6)	Research total budget for Open Technology Fund projects	1.8	(b) (4)
10/14/2020	(b) (6)	Senior Agency Officials for Records Management reports research requested by (b) (6)	0.6	(b) (4)
10/14/2020	(b) (6)	Research on financials of various projects funded by the open tech fund for years requested	0.7	(b) (4)
10/14/2020	(b) (6)	Review electronic documents	5.8	(b) (4)
10/14/2020	(b) (6)	Review electronic documents	6.2	(b) (4)
10/14/2020	(b) (6)	Review electronic documents	7.2	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/14/2020	(b) (6)	Review electronic documents	8.2	(b) (4)
10/14/2020	(b) (6)	Review electronic documents	6.0	(b) (4)
10/14/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
10/14/2020	(b) (6)	Review electronic documents	6.8	(b) (4)
10/14/2020	(b) (6)	Review electronic documents	8.5	(b) (4)
10/15/2020	(b) (6)	Review deletion reports and call with vendor regarding same and plan for in depth analysis	0.7	(b) (4)
10/15/2020	(b) (6)	Confer with team on factual updates and develop strategy	0.7	(b) (4)
10/15/2020	(b) (6)	Calls with Consilio and (b) (6)	0.5	(b) (4)
10/15/2020	(b) (6)	Confer with (b) (6) and review status of OTF memorandum on legal formation and funding	0.2	(b) (4)
10/15/2020	(b) (6)	Review and analyze documents escalated by first-level review team	2.0	(b) (4)
10/15/2020	(b) (6)	Review and analyze documents	11.1	(b) (4)
10/15/2020	(b) (6)	Confer with team regarding potentially significant documents	0.5	(b) (4)
10/15/2020	(b) (6)	Teleconference with (b) (6) regarding initial findings from second-level review	0.3	(b) (4)
10/15/2020	(b) (6)	Review, analyze, and conduct second-level review of USAGM employees' communications	0.9	(b) (4)
10/15/2020	(b) (6)	Review and analyze e-mail communications related to OTF project funding	0.9	(b) (4)
10/15/2020	(b) (6)	Teleconference with (b) (6) regarding investigative next steps related to review of OTF project funding	0.2	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/15/2020	(b) (6)	Second level document review	1.2	(b) (4)
10/15/2020	(b) (6)	Confer with (b) (6) regarding OTF	0.4	(b) (4)
10/15/2020	(b) (6)	Analyze employee documents; correspondence with (b) (6) regarding batching	1.9	(b) (4)
10/15/2020	(b) (6)	Review and analyze custodial e-mail on travel issues and update memorandum on fact development	1.9	(b) (4)
10/15/2020	(b) (6)	Review and respond to reviewer questions; review documents and batch documents for 2LVL review; review and respond to e-mails regarding search term report	0.5	(b) (4)
10/15/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
10/15/2020	(b) (6)	Research total budget for Open Technology Fund projects	1.7	(b) (4)
10/15/2020	(b) (6)	Research on financials of various projects funded by the open tech fund for years requested	1.5	(b) (4)
10/15/2020	(b) (6)	Review electronic documents	5.0	(b) (4)
10/15/2020	(b) (6)	Review electronic documents	6.9	(b) (4)
10/15/2020	(b) (6)	Review electronic documents	7.7	(b) (4)
10/15/2020	(b) (6)	Review electronic documents	7.2	(b) (4)
10/15/2020	(b) (6)	Review electronic documents	6.8	(b) (4)
10/15/2020	(b) (6)	Review electronic documents	4.0	(b) (4)
10/15/2020	(b) (6)	Review electronic documents	7.3	(b) (4)
10/15/2020	(b) (6)	Review electronic documents	8.6	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/16/2020	(b) (6)	Calls and e-mails regarding vendor analysis of deletion reports; calls and e-mails regarding review status and work flows	0.7	(b) (4)
10/16/2020		Prepare for and attend strategy call with team and direct next steps	0.8	
10/16/2020		Review second level document escalations	3.0	
10/16/2020		Work on file deletion work stream	0.5	
10/16/2020		Review news coverage of OTF litigation update as it relates to investigation of OTF and legal funding questions (0.3); virtual meeting with (b) (6) on status of OTF investigation and areas for additional investigation as well as details for how to present findings to the client (0.5)	0.8	
10/16/2020		Review documents escalated by first level review team	5.7	
10/16/2020		Review and analyze documents	1.2	
10/16/2020		Teleconference with (b) (6) regarding investigative next steps related to OTF project funding review	0.3	
10/16/2020		Review and analyze e-mail communications related to OTF project funding	2.7	
10/16/2020		Internal meeting regarding OTF	0.5	
10/16/2020		Review correspondences regarding potentially significant documents	0.2	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/16/2020	(b) (6)	Review employee analysis documents; correspondence with Consilio regarding client user setup and document search results; correspondence with (b) (6) regarding additional custodians and search terms; Batch documents and mass tag; correspondence with (b) (6) regarding document foldering; analyze loose edocs	2.0	(b) (4)
10/16/2020	(b) (6)	Review and analyze custodial e-mail on travel issues and update fact development memorandum on same	4.5	(b) (4)
10/16/2020	(b) (6)	Review and respond to reviewer questions; review documents and batch documents for 2LVL review; review and search documents in the database	1.0	(b) (4)
10/16/2020	(b) (6)	Assis (b) (6) with document collection tracking, processing, and review with update to e-discovery case chronology regarding same	2.8	(b) (4)
10/16/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
10/16/2020	(b) (6)	Research total budget for Open Technology Fund projects	1.3	(b) (4)
10/16/2020	(b) (6)	Research on OTF funded projects and their financials for years requested	1.4	(b) (4)
10/16/2020	(b) (6)	Review electronic documents	3.6	(b) (4)
10/16/2020	(b) (6)	Review electronic documents	7.6	(b) (4)
10/16/2020	(b) (6)	Review electronic documents	7.7	(b) (4)
10/16/2020	(b) (6)	Review electronic documents	6.7	(b) (4)
10/16/2020	(b) (6)	Review electronic documents	5.8	(b) (4)
10/16/2020	(b) (6)	Review electronic documents	1.0	(b) (4)
10/17/2020	(b) (6)	Call with S. Dewey and related follow-up with McGuireWoods team	0.3	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/17/2020	(b) (6)	Review files related to VOA use of wire services as sent from S. Dewey	0.3	(b) (4)
10/17/2020		Second level document review	5.7	
10/17/2020		Review electronic documents	1.0	
10/17/2020		Review electronic documents	0.7	
10/17/2020		Review electronic documents	2.7	
10/18/2020		Prepare for and attend strategy call with team	0.6	
10/18/2020		Review and assess wire contracts and internal policies	0.5	
10/18/2020		Assess second level escalations	0.5	
10/18/2020		Update document destruction work plan	1.3	
10/18/2020		Calls with client and internal team	0.8	
10/18/2020		Confer with (b) (6) about investigation into VOA use of wire services and implications of modifications to articles used from wire service, as requested by S. Dewey	0.4	
10/18/2020		Second level review	4.0	
10/18/2020		Review OTF project information	0.2	
10/18/2020		Review and analyze custodial e-mail on travel issues and update fact development memorandum on same	1.0	
10/18/2020		Review electronic documents	3.0	
10/18/2020		Review electronic documents	3.0	
10/18/2020		Review electronic documents	4.3	
10/18/2020		Review electronic documents	2.3	
10/19/2020		Coordinate interviews and workstreams	0.5	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/19/2020	(b) (6)	Draft write-up of (b) (6) device issue	0.3	(b) (4)
10/19/2020		Coordinate pick up of additional USAGM Board materials from USAGM headquarters as requested by client (0.6); research similar use of wire service articles and modifications from sources outside USAGM (0.4); assess documents from USAGM evidencing tension between OTF and OIF as well as disputes about use of grant funds as it relates to OTF investigation (0.3); review contracts with wire services as needed to answer client legal question (1.7)	3.0	
10/19/2020		Review and analyze documents escalated by first level review team	7.3	
10/19/2020		Confer with team regarding preliminary issue identified in document review	0.4	
10/19/2020		Review and analyze documents	8.2	
10/19/2020		Review and analyze organizational research related to OTF project funding	0.5	
10/19/2020		Review, analyze, and conduct second-level review of USAGM employees' communications	0.5	
10/19/2020		Analyze OTF annual reports for e-mail searching of fellowships, conferences, and labs	0.5	
10/19/2020		Second level and OTF document review	8.3	
10/19/2020		Internal correspondence regarding OTF	0.2	
10/19/2020		Review employee analysis documents; correspondence with Consilio regarding user access issues; add personal e-mail forward tagging	1.3	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/19/2020	(b) (6)	Prepare analysis, documents and next steps for (b) (6) on document destruction workstream; review and analyze custodial e-mail for travel issues and update memorandum on fact development on same	3.7	(b) (4)
10/19/2020		Review and respond to reviewer questions; review documents and batch documents for 2LVL review; review and search documents in the database	2.5	
10/19/2020		Review e-mails and request for pick up of board materials and documents from USAGM; document maintenance	0.4	
10/19/2020		Assis (b) (6) with document collection tracking, processing, and review with follow-up regarding same	4.7	
10/19/2020		Communications with (b) (6) regarding document management	1.4	
10/19/2020		Prepare daily summary and reviewer statistics reports	0.8	
10/19/2020		Review electronic documents	7.2	
10/19/2020		Review electronic documents	8.3	
10/19/2020		Review electronic documents	7.6	
10/19/2020		Review electronic documents	7.3	
10/19/2020		Review electronic documents	7.8	
10/19/2020		Review electronic documents	3.2	
10/19/2020		Review electronic documents	8.2	
10/19/2020		Review electronic documents	5.6	
10/19/2020		Review electronic documents	9.1	

(b) (6)

DATE	DESCRIPTION	HOURS	AMOUNT
10/20/2020	Direct strategy on document destruction workstream	1.3	(b) (4)
10/20/2020	Conduct 2LVL review	0.8	
10/20/2020	Direct strategy on document reviews	0.5	
10/20/2020	Address client questions	1.0	
10/20/2020	Conduct (b) (6) interview	1.0	
10/20/2020	Communicate with paralegal and Sam Dewey about logistics of receiving additional USAGM board documents, physical copies, from client building	0.4	
10/20/2020	Analyze and review documents escalated by first-level review team	5.6	
10/20/2020	Edit investigation plan regarding document retention and destruction issues	1.3	
10/20/2020	Review and analyze 2LVL documents	11.3	
10/20/2020	Teleconference with (b) (6) regarding investigative next steps related to review of OTF project funding	0.4	
10/20/2020	Review and analyze e-mail communications related to OTF fellowships, conference attendance, and labs	0.7	
10/20/2020	Internal communications regarding second level review	0.2	
10/20/2020	Analyze information regarding OTF projects	3.5	
10/20/2020	Second level document review	4.0	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/20/2020	(b) (6)	Review employee analysis documents; setup PS search per (b) (6) request; correspondence with (b) (6) regarding employee analysis review and searches; telephone call from (b) (6) regarding document review questions	2.6	(b) (4)
10/20/2020	(b) (6)	Participate in interview of (b) (6); prepare memorandum on same; assist (b) (6) in preparing next steps for analyzing document destruction issue (6)	4.6	(b) (4)
10/20/2020	(b) (6)	Review and respond to reviewer questions; review documents and batch documents for 2LVL review; review and respond to e-mails regarding document review; search and identify documents for review as requested by client	2.6	(b) (4)
10/20/2020	(b) (6)	Travel to-from USAGM office to pick up board documents; review e-mails and processing of documents; document organization and maintenance	1.9	(b) (4)
10/20/2020	(b) (6)	(b) (6) with document collection tracking, processing, and review with follow-up regarding same	3.6	(b) (4)
10/20/2020	(b) (6)	Communications with (b) (6) regarding client document collection	0.1	(b) (4)
10/20/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
10/20/2020	(b) (6)	Analyze reviewer productivity and review progress	1.0	(b) (4)
10/20/2020	(b) (6)	Review electronic documents	6.5	(b) (4)
10/20/2020	(b) (6)	Review electronic documents	8.7	(b) (4)
10/20/2020	(b) (6)	Review electronic documents	7.5	(b) (4)
10/20/2020	(b) (6)	Review electronic documents	8.6	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/20/2020	(b) (6)	Review electronic documents	7.6	(b) (4)
10/20/2020		Review electronic documents	6.3	
10/20/2020		Review electronic documents	2.7	
10/20/2020		Review electronic documents	9.1	
10/21/2020		Consult with team regarding status of discovery projects	0.2	
10/21/2020		Participate in calls regarding wire service issue	1.0	
10/21/2020		Participate in document destruction call	0.5	
10/21/2020		Work on interviews and outlines	1.5	
10/21/2020		Call with (b) (6) regarding personnel security review	0.3	
10/21/2020		Address Consilio device analysis	0.3	
10/21/2020		Address issues relating to document searches	1.0	
10/21/2020		Outline contract and guidelines for attribution of wire serviced material (0.4); provide legal analysis to (b) (6) about potential legal implications of wire service attribution practices (0.3); respond to question about potential notice requirements from wire service contracts (0.2)	0.9	
10/21/2020		Analyze and review documents related to document retention and destruction	6.0	
10/21/2020		Review and analyze produced documents	8.7	
10/21/2020		Review and analyze e-mail communications related to OTF fellowships, conference attendance, and labs	0.7	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/21/2020	(b) (6)	Review, analyze, and conduct second-level review of USAGM employees' communications	0.8	(b) (4)
10/21/2020	(b) (6)	Analyze OTF information	1.0	(b) (4)
10/21/2020	(b) (6)	Second level review	4.0	(b) (4)
10/21/2020	(b) (6)	Conference with (b) (6) regarding document review, additional custodians and targeted searches; analyze and QC employee documents; telephone call from (b) (6) regarding document review and employee analysis; correspondence with S. Dewey regarding saved searches and tagging; correspondence with (b) (6) regarding search hit reports and document promotion; correspondence with (b) (6) regarding Lansing/Bennett search terms; correspondence with Consilio regarding additional searches and Case Dynamics	2.2	(b) (4)
10/21/2020	(b) (6)	Prepare next steps and strategy with (b) (6) on document destruction fact development; provide guidance to (b) (6) on search terms and document review for the same; provide guidance and analysis on federal regulations to (b) (6) on development of the same	2.1	(b) (4)
10/21/2020	(b) (6)	Review document review protocol in preparation for review of documents	0.3	(b) (4)
10/21/2020	(b) (6)	Facilitate second level review of documents	0.4	(b) (4)
10/21/2020	(b) (6)	Review documents and batch documents for 2LVL review; review and respond to e-mails regarding document review; search and identify documents for review as requested	4.1	(b) (4)
10/21/2020	(b) (6)	Review e-mails and status of scanning documents collected from client	0.3	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/21/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
10/21/2020		Conference regarding document review and production	0.2	
10/21/2020		Review electronic documents	6.5	
10/21/2020		Review electronic documents	8.5	
10/21/2020		Review electronic documents	7.6	
10/21/2020		Review electronic documents	8.3	
10/21/2020		Review electronic documents	7.5	
10/21/2020		Review electronic documents	2.1	
10/21/2020		Review electronic documents	7.6	
10/21/2020		Review electronic documents	5.0	
10/21/2020		Review electronic documents	9.6	
10/22/2020	ay	Calls and e-mails regarding search term analysis; search for personal e-mails	0.4	
10/22/2020		Work on RFA and OTF issues	0.5	
10/22/2020		Direct document review activities	1.0	
10/22/2020		Conduct interviews	4.0	
10/22/2020		Participate in client and internal calls	1.3	
10/22/2020		Confer with (b) (6) about legal standards for wire service editing investigation (0.4); review wire service terms and legal standards as needed to answer client questions (0.8); confer with S. Dewey and (b) (6) on wire service editing memorandum (0.4)	1.6	
10/22/2020		Interview of key witness regarding agency document management and retention policies and practices	1.0	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/22/2020	(b) (6)	Teleconference regarding information technology systems	0.5	(b) (4)
10/22/2020		Review and analyze documents regarding document retention and management policies	4.3	
10/22/2020		Review and analyze 2LVL documents	2.5	
10/22/2020		Review and analyze e-mail communications related to OTF fellowships, conference attendance, and labs	1.9	
10/22/2020		Review, analyze, and conduct second-level review of USAGM employees' communications	1.5	
10/22/2020		Second level review	2.3	
10/22/2020		Analyze OTF projects and draft summaries	2.4	
10/22/2020		Review employee analysis documents; conference with (b) (6) regarding records issue review protocol and setup; conference with (b) (6) regarding employee analysis for Tran; review and revise draft search terms; correspondence with (b) (6) regarding search term report and modifications; correspondence with (b) (6) regarding e-mail threading and document analysis; conference with A. Perez regarding leave letter analysis background and fact review plan	3.4	
10/22/2020		Participate in employee interviews with (b) (6) discuss relevant regulations with (b) (6); provide direction and training to contract attorney on targeted e-mail review for document destruction workstream	3.1	
10/22/2020		Review document review protocol in preparation for review of documents	0.8	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/22/2020	(b) (6)	Review significant documents and prepare descriptions	0.2	(b) (4)
10/22/2020		Review documents and batch documents for 2LVL review; review and respond to e-mails regarding search terms; search and identify documents for review as requested; teleconference with (b) (6) and contract attorney regarding review of targeted searches	4.4	
10/22/2020		Review e-mails and status of scanning documents collected from client	0.3	
10/22/2020		Assist (b) (6) with document collection tracking, processing, and review with update to e-discovery case chronology regarding same	1.2	
10/22/2020		Prepare daily summary and reviewer statistics reports	0.3	
10/22/2020		Review electronic documents	2.6	
10/22/2020		Review electronic documents	8.4	
10/22/2020		Review electronic documents	7.7	
10/22/2020		Review electronic documents	3.9	
10/22/2020		Review electronic documents	11.0	
10/22/2020		Review electronic documents	0.5	
10/22/2020		Review electronic documents	6.0	
10/22/2020		Review electronic documents	6.5	
10/22/2020		Review electronic documents	9.5	
10/23/2020		Participate in call regarding OTF review	0.8	
10/23/2020		Address device review summary	0.3	
10/23/2020		Review and address OTF documents	0.5	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/23/2020	(b) (6)	Conference with (b) (6) to discuss OTF investigation and legal memorandum	0.8	(b) (4)
10/23/2020	(b) (6)	Review and analyze documents escalated by first-level review team	6.5	(b) (4)
10/23/2020	(b) (6)	Review list of key documents identified thus far in preparation for team call	0.6	(b) (4)
10/23/2020	(b) (6)	Continue to review and analyze 2LVL_New Issues batches	3.8	(b) (4)
10/23/2020	(b) (6)	Teleconference with (b) (6) regarding investigative next steps related to review of OTF project funding	0.2	(b) (4)
10/23/2020	(b) (6)	Review and analyze e-mail communications related to OTF fellowships, conference attendance, and labs	0.9	(b) (4)
10/23/2020	(b) (6)	Teleconference with (b) (6) regarding review of OTF project funding and investigative next steps	0.7	(b) (4)
10/23/2020	(b) (6)	Revise and update OTF appropriations statute summary	0.7	(b) (4)
10/23/2020	(b) (6)	Review and analyze financial documents related to OTF project funding	0.4	(b) (4)
10/23/2020	(b) (6)	Analyze OTF projects	5.0	(b) (4)
10/23/2020	(b) (6)	Internal team meeting regarding OTF	0.7	(b) (4)
10/23/2020	(b) (6)	Second level review	2.0	(b) (4)
10/23/2020	(b) (6)	Analyze employee documents; correspondence with (b) (6) regarding employee analysis memos; correspondence with Consilio regarding Skype Teams chats and search for same	2.8	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/23/2020	(b) (6)	Prepare employee interview memoranda; analyze agency policies and procedures on document destruction for (b) (6); prepare updated document review protocol for review team on same project	3.8	(b) (6)
10/23/2020		Review significant documents and prepare descriptions	0.2	
10/23/2020		Assist (b) (6) with document collection tracking, processing, and review with update to e-discovery case chronology regarding same	1.4	
10/23/2020		Prepare daily summary and reviewer statistics reports	0.3	
10/23/2020		Review electronic documents	5.9	
10/23/2020		Review electronic documents	6.1	
10/23/2020		Review electronic documents	7.7	
10/23/2020		Review electronic documents	5.2	
10/23/2020		Review electronic documents	8.3	
10/23/2020		Review electronic documents	4.2	
10/23/2020		Review electronic documents	6.1	
10/24/2020		Review and analyze policies and procedures related to the handling of documents and send analysis and proposed next steps to (b) (6); review and analyze custodial e-mail on travel issues	2.2	
10/24/2020		Review electronic documents	6.0	
10/24/2020		Review electronic documents	3.7	
10/25/2020		Review House Announcements research	0.3	
10/25/2020		Review research analysis regarding document policies	0.3	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/25/2020	(b) (6)	Review and assess grant monitoring SOP and related impact on multiple workstreams	0.5	(b) (4)
10/25/2020		Edit memorandum of interview of witness regarding record management	3.5	
10/25/2020		OTF project analysis	2.3	
10/25/2020		Update and prepare workstream summary of document destruction fact development	0.9	
10/25/2020		Review documents and batch documents for 2LVL review; search and identify documents for review; review documents to ensure quality of reviewer work	1.0	
10/25/2020		Review electronic documents	5.0	
10/25/2020		Review electronic documents	1.9	
10/26/2020		Call with team and reviewers regarding status and findings during review; questions and changes to review protocol; follow up regarding same	0.9	
10/26/2020		Participate in reviewer call	0.5	
10/26/2020		Revise Bennett and Lansing search terms	0.3	
10/26/2020		Address follow-up on multiple workstreams	0.3	
10/26/2020		Review and analyze documents escalated by first level review team	2.0	
10/26/2020		Prepare memorandums regarding interviews of key witnesses	5.5	
10/26/2020		Teleconference with (b) (6) regarding investigative next steps related to review of OTF project funding	0.3	
10/26/2020		Review and analyze USAGM employees communications related to OTF project funding and grant monitoring reports	1.5	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/26/2020	(b) (6)	Teleconference with (b) (6) and review team regarding updated review protocol and investigative next steps	0.6	(b) (4)
10/26/2020		Second level review	2.0	
10/26/2020		Analyze OTF projects and draft summaries	5.5	
10/26/2020		Internal document review meeting	0.6	
10/26/2020		Review and QC employee analysis documents; correspondence with (b) (6) regarding search terms and promotion; conference with review team and merits team regarding document review updates and questions; analyze Skype Teams chat and correspondence with Consilio regarding relational field for same	1.1	
10/26/2020		Prepare and update workstream analysis on document destruction issue; review and analyze documents related to travel issues and update workstream document; provide guidance to document review team	3.5	
10/26/2020		Participate in document review team call regarding case questions and significant documents	0.6	
10/26/2020		Review documents and batch documents for 2LVL review; review and respond to e-mails regarding search terms; search and identify documents for review as requested	2.7	
10/26/2020		Assist (b) (6) with document collection tracking, processing, and review with update to e-discovery case chronology regarding same	1.9	
10/26/2020		Prepare daily summary and reviewer statistics reports	0.3	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/26/2020	(b) (6)	Review electronic documents	6.2	(b) (4)
10/26/2020		Review electronic documents	7.1	
10/26/2020		Review electronic documents	7.7	
10/26/2020		Review electronic documents	0.6	
10/26/2020		Review electronic documents	7.0	
10/26/2020		Review electronic documents	0.6	
10/26/2020		Review electronic documents	10.5	
10/26/2020		Review electronic documents	8.7	
10/26/2020	(D) (6)	Review electronic documents	3.1	
10/26/2020		Review electronic documents	9.2	
10/27/2020		Calls and e-mails regarding new search terms and status of review for various work flows	0.6	
10/27/2020		Prepare for and conduct interviews of (b) (6)	4.5	
10/27/2020		Review and assess RFA documents	0.3	
10/27/2020		Review and analyze documents escalated by first level review team	7.2	
10/27/2020		Review, analyze, and identify key documents from second-level review	0.5	
10/27/2020		Analyze OTF projects	4.5	
10/27/2020		RFA interview	1.3	
10/27/2020		Draft RFA interview memo	2.3	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/27/2020	(b) (6)	Review and QC employee analysis documents; correspondence with Consilio regarding search term modifications, data promotion and analytics; correspondence with (b) (6) regarding search term report and document promotion; correspondence with (b) (6) regarding Teams Chat review setup; correspondence with (b) (6) regarding House Announcements e-mails for processing	1.9	(b) (4)
10/27/2020	(b) (6)	Provide direction to (b) (6) team on document reviews; update fact development memorandum on document destruction workstream	0.5	(b) (4)
10/27/2020	(b) (6)	Review documents and batch documents for 2LVL review; review documents to ensure quality of reviewer work; review search term report and identify documents for review; review and update document review protocol	2.5	(b) (4)
10/27/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with update to e-discovery case chronology regarding same	1.5	(b) (4)
10/27/2020	(b) (6)	Assist team manage client document collection	0.2	(b) (4)
10/27/2020	(b) (6)	Prepare daily summary and reviewer statistics reports	0.3	(b) (4)
10/27/2020	(b) (6)	Prepare media transfer documentation; update database to indicate progress of data loading, review and production; copy document collections to disk and update Relativity Upload binder	1.8	(b) (4)
10/27/2020	(b) (6)	Review electronic documents	6.1	(b) (4)
10/27/2020	(b) (6)	Review electronic documents	8.6	(b) (4)
10/27/2020	(b) (6)	Review electronic documents	7.7	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/27/2020	(b) (6)	Review electronic documents	3.8	(b) (4)
10/27/2020		Review electronic documents	7.5	
10/27/2020		Review electronic documents	10.5	
10/27/2020		Review electronic documents	7.0	
10/27/2020		Review electronic documents	6.0	
10/27/2020		Review electronic documents	9.3	
10/28/2020		Consult with team regarding status of discovery projects	0.2	
10/28/2020		Address OGC workstream	0.8	
10/28/2020		Revise interview notes	0.5	
10/28/2020		Participate in calls regarding OTF and 2LVL review	0.8	
10/28/2020		Work on emergency document review with S. Dewey	0.5	
10/28/2020		Review escalated documents	3.0	
10/28/2020		Confer with (b) (6) and team about timing and delivery of research on OTF investigation (0.2); meet with (b) (6) to assess OTF legal and factual investigation and requests from the client for written reports about OTF (1.2)	1.4	
10/28/2020		Review materials on Open Technology Fund formation and funding	1.3	
10/28/2020		Review document review protocol and practices	1.5	
10/28/2020		Call to discuss research on Open Technology Fund Projects	0.5	
10/28/2020		Call to discuss document review protocols	0.8	

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/28/2020	(b) (6)	Review materials related to use of Open Technology Fund resources	0.5	(b) (4)
10/28/2020	(b) (6)	Conference with (b) (6) regarding matter background	0.7	(b) (4)
10/28/2020	(b) (6)	Review and analyze documents escalated by first level review team	5.8	(b) (4)
10/28/2020	(b) (6)	Send (b) (6) a list of documents for (b) (6) review	0.4	(b) (4)
10/28/2020	(b) (6)	Review 2LVL batches	3.9	(b) (4)
10/28/2020	(b) (6)	Confer with (b) (6) regarding 2LVL review	0.7	(b) (4)
10/28/2020	(b) (6)	Confer with (b) (6) regarding OTF projecting funding review	0.2	(b) (4)
10/28/2020	(b) (6)	Review and analyze financial statements of OTF projects and parent organizations	1.2	(b) (4)
10/28/2020	(b) (6)	Review and analyze e-mail communications related to OTF project funding	2.4	(b) (4)
10/28/2020	(b) (6)	Teleconference with (b) (6) regarding investigative next steps related to review of OTF project funding	0.5	(b) (4)
10/28/2020	(b) (6)	Teleconference with (b) (6) regarding investigative next steps related to review of OTF project funding	0.3	(b) (4)
10/28/2020	(b) (6)	Analyze OTF projects	4.8	(b) (4)
10/28/2020	(b) (6)	Second level document review	1.9	(b) (4)
10/28/2020	(b) (6)	Analyze RFA document	0.2	(b) (4)
10/28/2020	(b) (6)	Internal team meeting regarding OTF project	0.5	(b) (4)
10/28/2020	(b) (6)	Draft OTF project memo	1.0	(b) (4)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/28/2020	(b) (6)	Conference with (b) (6) regarding document review, QC, targeted searches, House mailbox docs and chat documents; review employee analysis documents; correspondence with (b) (6) and Consilio regarding search terms, reports, modifications and data promotion; correspondence with Consilio regarding data for rush processing, calendar items and attachments and user login	1.5	(b) (4)
10/28/2020		Review documents and research statutes and regulations to update fact development memorandum on document destruction workstream; provide direction on document reviews concerning the same; review and analyze custodial e-mail on travel issues	3.5	
10/28/2020		Run targeted searches in document review database and advise on second level review of documents	0.1	
10/28/2020		Review documents and batch documents for 2LVL review; review documents to ensure quality of reviewer work; case update and status report	1.5	
10/28/2020		Assist (b) (6) with document collection tracking, processing, and review with update to e-discovery case chronology regarding same	1.9	
10/28/2020		Communications with (b) (6) regarding document management	0.3	
10/28/2020		Encrypt and copy received data	0.9	
10/28/2020		Prepare daily summary and reviewer statistics reports	0.3	
10/28/2020		Review electronic documents	3.8	
10/28/2020		Review electronic documents	6.7	
10/28/2020		Review electronic documents	7.7	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/28/2020	(b) (6)	Review electronic documents	5.9	(b) (4)
10/28/2020	(b) (6)	Review electronic documents	8.0	(b) (4)
10/28/2020	(b) (6)	Review electronic documents	10.5	(b) (4)
10/28/2020	(b) (6)	Review electronic documents	8.1	(b) (4)
10/28/2020	(b) (6)	Review electronic documents	5.0	(b) (4)
10/28/2020	(b) (6)	Review electronic documents	9.4	(b) (4)
10/29/2020	(b) (6)	Call with team regarding reviewer questions, new RFA work stream and background; calls and e-mails regarding status of work flows, communications and management; review e-mails regarding review parameters	1.1	(b) (4)
10/29/2020	(b) (6)	Participate in call regarding device policies	0.3	(b) (4)
10/29/2020	(b) (6)	Conduct review team call	0.5	(b) (4)
10/29/2020	(b) (6)	Review 2LVL escalations	1.0	(b) (4)
10/29/2020	(b) (6)	Update various document searches	0.8	(b) (4)
10/29/2020	(b) (6)	Address RFA documents	0.3	(b) (4)
10/29/2020	(b) (6)	Meet with (b) (6) and strategize about OTF investigation and client inquiries	0.5	(b) (4)
10/29/2020	(b) (6)	Research return on Open Technology Fund programs	2.8	(b) (4)
10/29/2020	(b) (6)	Conference with first-level review team regarding additional key issues	0.2	(b) (4)
10/29/2020	(b) (6)	Review and analyze documents escalated by first-level review team	5.0	(b) (4)
10/29/2020	(b) (6)	2LVL review of documents	9.7	(b) (4)
10/29/2020	(b) (6)	Call with team regarding time-sensitive review	0.3	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/29/2020	(b) (6)	Confer with (b) (6) regarding QC and 2LVL review of priority batches	0.2	(b) (4)
10/29/2020		Draft initial findings for OTF project funding workstream summary	5.9	
10/29/2020		Teleconference with (b) (6) regarding initial findings for OTF workstream summary	0.3	
10/29/2020		Draft OTF workstream summary	1.8	
10/29/2020		Confer with (b) (6) regarding OTF project	0.3	
10/29/2020		Second level document review	2.0	
10/29/2020		Review employee analysis documents; conference with reviewers regarding questions and review updated and feedback; correspondence with (b) (6) regarding document searches, modifications and promotion; telephone call from (b) (6) regarding records workstream update; correspondence with (b) (6) regarding records workstream and additional documents for review; correspondence with Consilio regarding document promotion, foldering instructions, searches and analytics; review Teams Chats and analyze for employee tagging; correspondence with (b) (6) regarding classified information workstream; correspondence with reviewers regarding update same	4.7	
10/29/2020		Provide direction on document review structure and terms; update memorandum on document destruction analysis; review agency policies for same	1.4	
10/29/2020		Run targeted searches in document review database and advise on second level review of documents	0.9	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/29/2020	(b) (6)	Oversee and manage second level review workflow, including prepare saved searches and answer reviewer questions	1.2	(b) (4)
10/29/2020		Participate in document review team call regarding case questions and significant documents	0.4	
10/29/2020		Review documents and batch documents for 2LVL review; review documents to ensure quality of reviewer work; review search term report and identify documents for review; teleconference regarding review of documents related to classified	3.0	
10/29/2020		Assis [REDACTED] with document collection tracking, processing, and review of board related media found in paper boxes with follow-up regarding same	4.5	
10/29/2020		Assist team manage client document intake	0.1	
10/29/2020		Prepare daily summary and reviewer statistics reports	0.3	
10/29/2020		Regulations retrievals (13) requested by (b) (6)	0.3	
10/29/2020		Review electronic documents	6.7	
10/29/2020		Review electronic documents	7.1	
10/29/2020		Review electronic documents	7.5	
10/29/2020		Review electronic documents	7.3	
10/29/2020		Review electronic documents	7.0	
10/29/2020		Review electronic documents	0.3	
10/29/2020		Review electronic documents	9.5	
10/29/2020		Review electronic documents	8.4	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/29/2020	(b) (6)	Review electronic documents	5.3	(b) (4)
10/29/2020		Review electronic documents	9.3	
10/30/2020		Calls and e-mails regarding new search terms and monitor status of work flows	0.5	
10/30/2020		Address reviewer questions	0.5	
10/30/2020		Review 2LVL escalations	1.5	
10/30/2020		Research return on agency programs	2.2	
10/30/2020		Conference with (b) (6) regarding issues related to second-level review	1.0	
10/30/2020		Analyze and review documents escalated by first level review team	3.3	
10/30/2020		Analyze issues related to second-level review process and protocol with outside counsel team	4.0	
10/30/2020		Confer with (b) (6) regarding updating review protocol and background materials for incoming team members	2.3	
10/30/2020		Confer with (b) (6) regarding administrative leave letters	1.7	
10/30/2020		Confer with team regarding 2LVL review of Security Clearance Issue and summarize preliminary findings	0.4	
10/30/2020		Conduct analysis of grounds supporting bases of placing each employee on administrative leave	2.7	
10/30/2020		Conduct 2LVL review of documents	7.8	
10/30/2020		Draft initial findings for OTF project funding workstream summary	1.4	
10/30/2020		Teleconference with (b) (6) regarding second-level review and investigative next steps	0.2	

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/30/2020	(b) (6)	Draft section for review protocol related to OTF project funding review	0.6	(b) (4)
10/30/2020	(b) (6)	Second level review	1.0	(b) (4)
10/30/2020	(b) (6)	Internal correspondences regarding OTF project	0.2	(b) (4)
10/30/2020	(b) (6)	Review employee analysis documents; correspondence with (b) (6) regarding Classified Info batching; telephone call from (b) (6) regarding employee analysis and workflow processes; answer reviewer questions; conference with reviewers regarding employee analysis update; correspondence with (b) (6) regarding House documents and setup of search; correspondence with Consilio regarding document promotion, (b) (6) collection, and RFA data processing status; correspondence with (b) (6) regarding reviewer questions, classified information review and next steps and search terms; correspondence with (b) (6) regarding Appendix D; analyze e-mail records workstream review progress and correspondence with (b) (6) regarding QC; research e-mail records policy e-mail and correspondence with (b) (6) regarding same; correspondence with (b) (6) regarding (b) (6) collection	3.6	(b) (4)
10/30/2020	(b) (6)	Provide direction to document review team; review policies, House Announcements, and custodial e-mails on document destruction issues; review custodial e-mails on travel issues	1.8	(b) (4)
10/30/2020	(b) (6)	Review documents and batch documents for 2LVL review; review documents to ensure quality of reviewer work; review search term report and identify documents for review	1.4	(b) (4)

(b) (6)

DATE	TIMEKEEPER	DESCRIPTION	HOURS	AMOUNT
10/30/2020	(b) (6)	Assist (b) (6) with document collection tracking, processing, and review with follow-up regarding same	4.2	(b) (4)
10/30/2020		Prepare daily summary and reviewer statistics reports	0.3	
10/30/2020		Review electronic documents	6.1	
10/30/2020		Review electronic documents	7.1	
10/30/2020		Review electronic documents	7.7	
10/30/2020		Review electronic documents	7.5	
10/30/2020		Review electronic documents	4.0	
10/30/2020		Review electronic documents	9.0	
10/30/2020		Review electronic documents	8.7	
10/30/2020		Review electronic documents	5.4	
10/30/2020		Review electronic documents	8.2	
10/31/2020		Conduct 2LVL review of documents	5.9	
10/31/2020		Revise OTF workstream summary	1.5	
10/31/2020		Review and analyze regulations, House Announcements, and custodial e-mails on document destruction issues and update fact development memorandum on same	1.1	
10/31/2020		Run searches in document review database to identify documents for second level review	0.2	
10/31/2020		Review electronic documents	5.5	
10/31/2020		Review electronic documents	2.0	
10/31/2020		Review electronic documents	7.7	
Total Fees			2,315.3	\$682,048.50

DISBURSEMENT DETAIL

DATE	DESCRIPTION	AMOUNT
10/03/2020	(b) (6) - Mileage - Attend Client Meeting in Washington, D.C., on 09/03/2020	\$129.95
10/03/2020	(b) (6) - Parking - Attend Client Meeting in Washington, D.C., on 09/03/2020	\$27.00
10/06/2020	APRICORN - APRICORN - REQTASK0026513 - (1) 500GB Inv# 333077 Date: 08/28/2020	\$135.00
10/09/2020	WASHINGTON EXPRESS LLC - Washington Express LLC - USAGM 330 Independence Ave., SW, Washington, DC to MW. (M. Francisco - 9/25/20) Inv# 190969 Date: 09/30/2020	\$41.22
10/29/2020	FEDERAL EXPRESS - ERS - FedEx Priority Overnight to CHICAGO IL US Tracking #: 398367063158	\$31.03
09/30/2020	Relativity Document review platform licenses for September 2020	\$1,260.00
09/30/2020	Data Services - Relativity analytics applied to data set to allow for more efficient review of documents	\$1,984.50
09/30/2020	Professional Services rendered by McGuireWoods Consulting on invoice 92416066	\$2,157.00
Total Disbursements		\$5,765.70

Sam Dewey
U.S. Agency for Global Media
300 Independence Ave. SW
Washington, DC 20237
US - USA

CLIENT

U.S. Agency for Global Media

MATTER

Internal Investigation

Remittance

	AMOUNT
Fees	\$682,048.50
Disbursements	\$5,765.70
Total Due This Invoice	\$687,814.20

Direct invoice or account inquiries to the McGuireWoods Accounts Receivable helpline at 800-775-2202.

PAYMENT IN FULL IS DUE PER TERMS OF ENGAGEMENT BY BANK TRANSFER OR CHECK:

Bank Name: **Bank of America**
ABA: (b) (6) (Domestic Wires)
ABA: (b) (6) (ACH Credits)
Swift Code: (b) (6) (International Wires)
Credit: McGuireWoods Operating Account
Account Number: (b) (6)
Reference: (b) (6)
Invoice #: 92427661

OR McGuireWoods LLP
Attn: Accounts Receivable
800 E. Canal Street
Richmond, VA 23219-3916

McGuireWoods Accounting Contact:
(b) (6)
Tax ID: 54-0505857