



FOIA QUICK AND EASY GUIDE FOR RECORD HOLDERS

The information provided below is a list of quick and easy steps that record holders should take when they receive a FOIA request. The document “How to Respond to an Initial FOIA Request” which is located in ADAMS at ML060590485, provides detailed information on responding to FOIA requests. Refer to that document for specific details regarding the information provided below.

When you receive a FOIA Request:

1. Review the FOIA Request and discuss any issues of scope, clarity of request, or the description of records sought with the FOIA/PA Coordinator or Specialist assigned to the request.

2. Follow the steps listed:
 - _____ Step 1: Make sure you clearly understand what records the requester is seeking.

 - _____ Step 2: Determine if you are likely to have records subject to the request.

 - _____ Step 3: Provide an estimate of search and review time and an estimate of pages if required to the FOIA/PA Specialist assigned to the request.

 - _____ Step 4: Search for records responsive to the request.

 - _____ Step 6: Determine if records are to be released or withheld from the requester.

 - _____ Step 7: Bracket information that should be withheld. Prepare a foreseeable harm statement for information proposed to be withheld pursuant to Exemptions 2, 4, 5, 6 and 7, if not obvious.

 - _____ Step 8: Organize the records responsive to the request and submit them to the FOIA/PA Coordinator or Specialist assigned to the request.

3. Process the request within the time specified.

If you have any questions regarding FOIA processing please contact the FOIA Coordinator or FOIA Specialist assigned to the request, or the FOIA office at 301-415-7169.

THANK YOU FOR YOUR SUPPORT FOR TRANSPARENCY!