



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUL 20 2006

OFFICE OF
ENVIRONMENTAL INFORMATION

MEMORANDUM

SUBJECT: Establishment of a New FOIA Requester
Service Center and Public Liaison

FROM: Linda A. Travers
Acting Assistant Administrator,
Chief Information Officer and
Chief FOIA Officer

A handwritten signature in black ink that reads "Linda A. Travers".

TO: Administrator
Deputy Administrator
Chief of Staff
Deputy Chief of Staff
Assistant Administrators
General Counsel
Inspector General
Chief Financial Officer
Associate Administrators
Regional Administrators
Staff Office Directors

Executive Order 13392, "Improving Agency Disclosure of Information," signed by President Bush on December 14, 2005, required all federal agencies to designate a Chief Freedom of Information Act (FOIA) Officer with agency-wide responsibility for efficient and appropriate compliance with the FOIA. On January 5, 2006, the EPA Administrator designated the Assistant Administrator, Office of Environmental Information, as the Agency's Chief FOIA Officer.

This E.O. also requires each agency to establish one or more FOIA Requester Service Centers to facilitate better communications with FOIA requesters and to designate one or more FOIA Public Liaisons to respond to requesters concerns. Accordingly, I am designating the National FOIA Office located in OEI's Office of Information Collection as the EPA FOIA Requester Service Center. The Center will receive and respond to inquiries from requesters and serve as a point of contact for the status of FOIA requests received by the Agency. I am further designating the Chief of the Records, FOIA and Privacy Branch in OEI's Office of Information Collection, Collection Strategies Division as EPA's FOIA Public Liaison. The Public Liaison will

serve as the supervisory official to whom a FOIA requester can raise concerns about the service received from the Agency.

By establishing this new center and designating a FOIA Public Liaison we continue to improve upon our already responsive FOIA program. If you have any questions about the new center or the role of the FOIA Public Liaison officer, please contact our National FOIA Officer, Larry F. Gottesman, on **202-566-2162** or at gottesman.larry@epa.gov.

cc: OEI Office Directors