

# memorandum

DATE: October 30, 2008

FROM: Matthew Berry *MB*  
General Counsel and Chief FOIA Officer  
Federal Communications Commission

SUBJECT: FOIA Electronic Reading Room Certification

At the request of the Department of Justice (<http://www.usdoj.gov/oip/foiapost/2008foiapost21.htm>), the following certifies the Federal Communications Commission's compliance with the Freedom of Information Act (FOIA) reading room requirements:

a. Internal Review of Agency FOIA Reading Room

The Federal Communications Commission reviewed both its traditional reading room and electronic reading room operations. The traditional reading room is located in Room CY-A257 at the Commission's headquarters, 445 - 12th Street, SW, Washington, DC 20554. It is open to the public Monday through Thursday from 8:00 AM to 4:30 PM and from 8:00 AM to 11:30 AM on Friday. The electronic reading room can be accessed on the Commission's website, <http://www.fcc.gov/foia/e-room.html>

b. Any Reading Room Deficiencies Addressed

During the review of materials available in the electronic reading room, a review of postings that meet the criteria for "Administrative staff manuals and instructions to staff that affect a member of the public" was conducted. This review identified several administrative directives that were not in the electronic reading room. These have now been added to this section of the electronic reading room. This review also identified a number of agency policy statements not posted to the electronic reading room. These policy statements are now listed on that page with links to the documents. No other deficiencies were noted during the review.

c. Certification

After our review of the electronic reading room and correction of the deficiencies noted above, I hereby certify that the Federal Communications Commission is in compliance with the requirements of FOIA