

Freedom of Information Act

The Freedom of Information Act of 1966 protects the rights of the public to information and makes provisions for individuals to obtain information on the operation of federal agencies.

Submitting a FOIA Request:

To submit a request under FOIA, label your request "Freedom of Information Act Request," preferably within the request letter and on the envelope, and address the request to the address provided. In your letter you must state your willingness to pay applicable fees. If you seek a fee waiver, provide a justification for such a waiver. To ensure proper processing of your request, describe the specific records you are requesting in sufficient detail so that they can be located with a reasonable amount of effort. Generally, a record is reasonably described when the description contains sufficient file-related information (type of document, title, subject area, date of creation, originator, etc.); or the request contains enough event-related information (date and circumstances surrounding the event the record covers) to permit the conduct of an organized, non-random search.