



Amy Bennett <amy.bennett@nara.gov>

Fwd: Office of Government Information Services Request for Amendment of Agency System of Records

Hirsh Kravitz <hirsh.kravitz@nara.gov>
To: Amy Bennett <amy.bennett@nara.gov>

Mon, Jun 27, 2016 at 9:39 AM

----- Forwarded message -----

From: **Rebecca Rizzuti** <[REDACTED]>
Date: Fri, Jun 24, 2016 at 6:17 PM
Subject: Re: Office of Government Information Services Request for Amendment of Agency System of Records
To: hirsh.kravitz@nara.gov
Cc: Matthew Myers <[REDACTED]>, nikki.gramian@nara.gov

Hi Mr. Hirsh,

Thank-you for your phone call. As I explained, the United States International Boundary and Water Commission (Agency) is a small organization with a two-attorney Legal Division for the entire Agency. The FOIA program is administered by the Legal Division. Here, our FOIA requests come to me and I process them, so correspondence between the Agency and FOIA requesters is stored on my computer and in hard-copy in a file cabinet in our Legal Division.

The Agency has a general directive regarding the filing, storage, distribution, and disposal of its records; however, there is not a specific provision for handling FOIA-related records. The Legal Division is creating an internal guide specific to FOIA (regarding how to process FOIA requests at the Agency), however it is not yet complete. The Agency will include a routine use provision in that guide that acknowledges that Agency correspondence with a FOIA requester and other records used to assess Agency compliance with FOIA may be provided to the OGIS for all purposes set forth in 5 U.S. C. 552 (h)(2)(A-B) and (3), with the understanding (as you explained in our phone conversation) that the routine use provision does not obligate the Agency to release any information that may be protected from release under FOIA or the Privacy Act.

Respectfully,

Rebecca A. Rizzuti

Assistant Legal Advisor
International Boundary and Water Commission, Office of Legal Advisor
4171 N. Mesa St., Suite C-100
El Paso, TX 79902
[REDACTED]