



United States Department of State

*Assistant Secretary of State
For Administration*

Washington, D.C. 20520

June 15, 2016

Nikki Gramian
Acting Director
National Archives and Records Administration
Office of Government Information Services
8601 Adelphi Road – OGIS
College Park, MD 20740

Dear Ms. Gramian:

Thank you for your letter of May 27, 2016, bringing to my attention the Department's use of "still interested" letters issued to two of Mr. Jones pending requests. Please be assured that the Department is aware of Office of Information Policy's (OIP) guidance regarding the use of "still interested" letters.

The Office of Information Programs and Services (A/GIS/IPS), which manages the Department's Freedom of Information Act (FOIA) program, has taken corrective measures on the use of these letters. Specifically, all Department FOIA procedures and guidance are now compliant with the guidance issued by OIP. Additionally, senior managers in IPS have met with FOIA staff to communicate that the Department should allow requesters at least 45 days to respond. Following that meeting, the guidance was sent in writing to all FOIA employees who draft these letters.

While the Department will strive to limit the use of such letters, we can assure you that DOJ guidance and OGIS recommendations are being thoroughly followed if a pending case meets the criteria.

The Department is working hard to support the OIP mission and I welcome any other suggestions you may find useful for the Department of State's FOIA program.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Barr".

Joyce A. Barr