

John Q. Public  
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Include your contact information, including phone and e-mail if possible. OGIS staff will follow up with you regarding your case.

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road, Room 2510  
College Park, MD 20740

June 11, 2010

Dear OGIS,

I am contacting you for assistance with a recent request I made under the Freedom of Information Act (FOIA).

On September 1, 2009 I submitted a FOIA request to the National Archives and Records Administration for documents related to a book I am writing. On September 10, 2009 I received a letter from NARA informing me that the FOIA office had received my request and assigning me case no. 2009-1111. On November 9, 2009 I received 76 pages; the accompanying letter informed me that 12 pages were denied and cited Exemption 1. I appealed this finding in a letter dated November 20, 2009 and this appeal was denied in a letter dated December 12, 2009. I have attached copies of all of this correspondence for your review.

Include the history of your request, including dates and the name of the agency. Enclose copies of all correspondence related to your request.

I don't understand why NARA could not release this information to me. The topic of my book does not relate to national security at all. I understand that your office provides mediation services for FOIA requests such as mine. I look forward to hearing from your office about how this disagreement can be mediated. I can be contacted at the telephone number or e-mail address above.

Describe how you would like OGIS to assist you with your FOIA request. This could include following up on a delay, a denial or something else. Include your contact information.

In accordance with the Privacy Act of 1974 as amended, I hereby authorize the Office of Government Information Services to make inquiries on my behalf, including the right to review all documentation that OGIS deems necessary regarding the Freedom of Information Act and/or Privacy Act request/administrative appeal that is the subject of my request for OGIS assistance. I understand that any documents I provide to OGIS, except those provided in confidence, may be copied and forwarded to agency officials as a part of the mediation/resolution process. I also authorize any Federal department, agency or component to release to OGIS information and records related to my Freedom of Information Act and/or Privacy Act request/administrative appeal.

Your request for records under FOIA is maintained by federal agencies in a system of records governed by the Privacy Act of 1974. Therefore, OGIS needs your consent so that OGIS can work with the federal agency to which you made your request. Please provide your consent with your request by including this language and signing your letter. OGIS will not be able to contact the agency, or begin resolving your dispute, until the consent is received.

Sincerely,

*John Q. Public*