



May 20, 2025

MEMORANDUM

TO: Chief FOIA Officers and FOIA Officers

FROM: Alina M. Semo, Director, Office of Government Information Services and
Co-Chair, Chief FOIA Officers Council

RE: Agency Contact Information on FOIA.GOV

We recognize that there may have been—and continue to be—a number of staffing changes in your respective FOIA programs this year. As a result, I write to remind you of the importance of checking and updating contact information for your agency on **FOIA.gov**.

FOIA.gov includes a governmentwide directory of publicly available FOIA contacts and is helpful not only to requesters but also to other government agencies for interagency coordination. An agency's inclusion of contact information in the FOIA.gov directory is an important part of an agency's customer service, and FOIA.gov is often the first place requesters, agency FOIA professionals and OGIS visit for contact information.

While FOIA.gov is maintained by the Department of Justice's Office of Information Policy (OIP), it is the responsibility of each individual agency to ensure that important information about its FOIA administration, including contact information, is updated as often as necessary. To aid in this effort, OIP offers a list of information items that need to be included in each FOIA.gov listing. Your agency's FOIA professionals can learn more by logging in to the National FOIA Portal at <https://admin.foia.gov/user/login>.

Thank you for all you do to administer FOIA. Please share this memo with the appropriate officials managing your agency's FOIA program and do not hesitate to contact OGIS if you have questions or concerns.