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(Mr. Martin Baumbach)

LIFE AND LABOR VOLUME 2



RareBooksClub. Paperback. Book Condition: New. This item is printed on demand. Paperback. 86 pages. Original publisher: Washington: U. S. G. P. O., 2003. OCLC Number: (OCoLC)52777113 Subject: Freedom of information -- United States. Excerpt: . . . 9 sired. This additional explanation may help the agency to find a record that meets the request. Many people include their telephone number with their requests. Some questions about the scope of a request can be resolved quick-ly when an agency employee and the requester talk. This is an effi-cient way to resolve questions that arise during the processing of FOIA requests. It is to everyones advantage if requests are as precise and as narrow as possible. The requester benefits because the request can be processed faster and cheaper. The agency benefits because it can do a better job of responding to the request. The agency will also be able to use its resources to respond to more requests. The FOIA works best when both the requester and the agency act coopera-tively. . C MAKING A FOIA REQUEST The first step in making a request under the FOIA is to identify the agency that has the records. A FOIA request must be addressed to a specific agency. There is no central government records office that services FOIA requests. Often, a requester knows beforehand which agency has the de-sired records. If not, a requester can consult a government direc-23 tory such as the United States Government Manual. This manual has a complete list of all Federal agencies, a description of agency functions, and the address of each agency. A requester who is uncertain about which agency has the records that are needed can make FOIA requests at more than one agency. Agencies require that FOIA requests be in writing. Letters re-questing records...



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