M E M O R A N D U M

TO: T. Jeremy Gunn

FROM: Laura Denk

DATE: June 12, 1995

RE: Report to Congress on ARRB FOIA Activities for Preceding Year

FILE: 3.2.1

As you know, the Freedom of Information Act, 5 U.S.C. § 552, requires all federal agencies to submit a report to Congress covering the agency's FOIA activities for the preceding year. 5 U.S.C. § 552(e).

In an attempt to obtain other agencies' reports to Congress, I spoke with the reference librarians at the DOJ library and they informed me that DOJ would not have copies of these reports and that I should contact the appropriate oversight committees in Congress.

Frank Menna called Vice President Gore's Senate office to request sample reports and to find out additional information about the FOIA reporting process. I have attached his memo memorializing his conversation with Phil at the Senate Judiciary Committee. Frank's memo indicates that Phil suggested that we talk to the individual agencies to obtain sample reports.

Fortunately, it seems that the report can take the form of a simple letter addressed to the President of the Senate and the Speaker of the House, in which we detail our compliance with the FOIA, and include each of the items listed in the FOIA at 5 U.S.C. §552(e)(1)-(7).

Let me know if you are still interested in tracking down other agencies' reports to use as examples.