M E M O R A N D U M

TO: Tracy Brandt

FROM: Laura Denk

DATE: June 9, 1995

RE: Project

A follow up on our research of last Friday:

As you know, section (e) of the FOIA states:

> On or before March 1 of each calendar year, each agency shall submit a report covering the preceding calendar year to the Speaker of the House of Representatives and President of the Senate for referral to the appropriate committees of the Congress.

The report should basically cover an agency's FOIA activities for the preceding year.

We would like to obtain reports that other agencies have submitted to Congress, so that we can have some samples from which to draft our own report.

I have checked at the DOJ law library with the reference librarians and they told me that we would probably have to contact the appropriate oversight committees in Congress in order to get these reports.

Using the Congressional Directory or the Govt. Manual, would you find out:

(1) Who in Congress oversees (reads) these things?
(2) To whom in Congress should we actually submit the report?
(3) Can we get copies of the reports of other agencies? (Where are they filed?)
(4) Any other interesting information you can find out about the process...

I know we have a Govt. Manual and we should have a Congressional Directory somewhere (but I'm not sure.)

Thanks!