

<b>From:</b>	Holzer, James (b)(6)
	(b)(6)
<b>To:</b>	FOIA Officers (b)(6)
	(b)(6)
<b>CC:</b>	(b)(6)
	Mathias, Susan (b)(6)
	(b)(6)
<b>Subject:</b>	[FOIA Officers Email] OIP Guidance Regarding COVID-19 Impacts
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Good afternoon,

Yesterday the Department of Justice Office of Information Policy issued guidance in light of impacts on FOIA administration from the COVID-19 outbreak. The guidance underlines that FOIA responsibilities continue despite the outbreak.

The guidance highlights the following responsibilities:

- • \* Agencies must still respond to requests within the statutory deadlines;
- • \* Agencies must clearly and effectively communicate with requesters;
- • \* Agencies should use multi-track processing to manage the workflow;
- • \* Agencies should make proactive disclosures; and
- • \* Agencies should leverage technology to improve the administration of FOIA.

The guidance also recommends that agencies use the outbreak as an opportunity to review and improve certain processes, and provides information about resources that DOJ makes available for FOIA professionals.

I hope you all have a safe and happy weekend!

Regards,

James

James V.M.L. Holzer  
Deputy Chief FOIA Officer  
Department of Homeland Security

Privacy Office, Mail Stop 0655  
2707 Martin Luther King Jr. Avenue SE  
Washington, DC 20528-0655

Telephone: (b)(6)

Fax: (b)(6)

HSDN: (b)(6)

C-LAN:

FOIA Litigation: (b)(6)

#### Homeland Seal



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<b>Sender:</b>	Holzer, James (b)(6)
	(b)(6)
<b>Recipient:</b>	FOIA Officers (h)(6)
	(b)(6)
	Taylor, Sandra (h)(6)
	(h)(6)
<b>Recipient:</b>	Mathias, Susan (h)(6)
	(b)(6)
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