



Homeland Security

February 14, 2012

MEMORANDUM FOR: DHS FOIA Officers
FROM: *Delores Barber*
Delores Barber, Deputy Chief FOIA Officer
SUBJECT: Freedom of Information Act (FOIA) Request Logs

The Department of Homeland Security (DHS) regularly receives Freedom of Information Act (FOIA) requests for the log of FOIA requests received by the Department. In accordance with 5 U.S.C. § 552(a)(2)(D) and DHS policy, these logs are to be posted in DHS FOIA Libraries without undue delay. The purpose of this memorandum is to provide guidance to DHS FOIA Officers in determining the releasable information in the FOIA logs.

These FOIA request logs should contain at a minimum the FOIA case number, date request received, name of the FOIA requester, and subject of the request. In most cases, FOIA requesters do not have an expectation of privacy in the fact that they have made a request. The exception to this is the case of first-party requesters seeking information on themselves under the Privacy Act. In this instance, the names of the requesters should be withheld citing privacy concerns.

The subject portion of the FOIA request log may also contain portions that should be withheld for privacy reasons. An example of this include instances where individuals are mentioned in conjunction with a disciplinary or criminal investigation. The identifying information of the subject of the investigation should be withheld in this circumstance unless it is determined that release of the information would shed light on the activities of DHS, and override the inherent public interest. This generally occurs with high-ranking officials.

Questions about this letter should be addressed to me or the Director, Disclosure Policy and FOIA Program Development, Sabrina Burroughs at 703-235-0790.