

February 9, 2005

To the DHS FOIA and Privacy Team:

At our last monthly meeting I mentioned that we would be asking you to assist the DHS Privacy Office in preparing a weekly report to the Secretary. We report weekly to the Secretary regarding the activities of the Privacy Office. As part of this report, the Privacy Office notifies the Secretary about recently completed and/or published systems of records notices (SORNs), Privacy Impact Assessments (PIAs), new FOIA requests received during the preceding week and those requests closed out during the same time period. Additionally, this report advises the Secretary about PIAs and SORNs (or amendments thereto) that are in progress and pending FOIA media requests. The report is also the basis for developing the Department's weekly report to the White House.

To ensure accuracy and completeness of the 2005 reports to the Secretary, we ask that you report (via e-mail) to the Privacy Office by COB every Friday the following information:

1. Existing SORNs that are in the process of being amended or have been identified as needing amendment.
2. New SORNs that are in the process of being drafted.
3. SORNs that have been published.
4. Existing PIAs that are in the process of being amended or have been identified as needing amendment (even if that process has not yet begun).
5. New PIAs that are in the process of being drafted.
6. PIAs that have been published.
7. FOIA requests received, including date received, name of requester, requester organization if applicable, and subject of the request.
8. FOIA requests completed, including date original request received, date closed, name of requester, requester organization if applicable, subject of the request and disposition.
9. FOIA Media requests that are open, including date received, name of requester, requester organization, and subject of the request.

Please submit your reports by COB every Friday to (b) (6)  
and (b) (6)

For questions or additional information, you may contact them as well by email or by calling our office at (202) 772-9848.

Thank you for helping in this team effort.

Nuala O'Connor Kelly, Chief Privacy Officer