

Sealing, Donna

From: Raphael, Mary Jean *OTJ*
Sent: Friday, July 10, 2009 8:08 AM
To: Menefee, Becky; Sealing, Donna
Subject: foia form memo

Donna/Becky:

Can one of you send out the new form memo to all foia coordinators? It contains the block to check to provide harm statements. I would also let them know that the How to Respond to Initial FOIA Request document has been updated. I'm not sure that every office has focused on the fact that harm statements are required for certain exemptions. I just reminded one office and they said they had no idea and had not provided any guidance/information to the staff. This is an office that receives a good number of FOIA's.

Thanks

Mary J ean

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