



U. S. Department of Justice

Office of the Associate Attorney General


Deputy Associate Attorney General

Washington, D.C. 20530

January 30, 2019

MEMORANDUM FOR: AGENCY GENERAL COUNSELS AND CHIEF FOIA OFFICERS OF EXECUTIVE DEPARTMENTS AND AGENCIES

CC: COUNSEL TO THE PRESIDENT

FROM: THE PRINCIPAL DEPUTY ASSOCIATE ATTORNEY GENERAL 

SUBJECT: Chief FOIA Officer Designations

The Freedom of Information Act requires agencies to designate a Chief FOIA Officer who is charged with “agency-wide responsibility for efficient and appropriate compliance” with the Act. 5 U.S.C. § 552(j)(2)(A) (2012 & Supp. V 2017). The Act directs that these Chief FOIA Officers “shall be a senior official of such agency (at the Assistant Secretary or equivalent level).” *Id.* § (j)(1). In keeping with that statutory mandate, the Associate Attorney General has served as the Chief FOIA Officer for the Department of Justice.

The Department of Justice has long maintained that “[i]mproving FOIA performance requires the active participation of agency Chief FOIA Officers.” Department of Justice FOIA Guidelines, 74 Fed. Reg. 51879 (Oct. 8, 2009). Experience has proven that a proper exercise of the oversight role assigned to a Chief FOIA Officer requires appropriate authority and accountability. Accordingly, I respectfully request that each agency review its Chief FOIA Officer designation and make any necessary adjustments to ensure that the designated official is at the Assistant Secretary level or its equivalent, as required by the Freedom of Information Act. The Department of Justice will require agencies to report whether their designations meet this statutory requirement in their 2019 Chief FOIA Officer Reports.

If you have questions about the administration of the FOIA, please contact the Office of Information Policy at [DOJ.OIP.FOIA@usdoj.gov](mailto:DOJ.OIP.FOIA@usdoj.gov).

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