



Freedom of Information Act

Basics for New Federal Employees

WHAT IS FOIA?

FOIA is a law that provides public access to federal agency records



WHO CAN REQUEST?

Any person, regardless of citizenship, including individuals, corporations, and organizations



TYPES OF RECORDS

Paper, emails, audio/video records, and other electronic records can all be subject to the FOIA



RESPONSE TIME

Typically 20 working days, excluding unusual circumstances



HOW FOIA WORKS

1. Request is submitted to agency
2. Agency reviews request
3. Agency searches for records
4. Records are reviewed for exempted information
5. Agency responds and releases disclosable records

RESPONSIBILITIES

Records you create or maintain may be subject to a FOIA request

