



June 26, 2015

**MEMORANDUM FOR:** Heads of Operating Units

**FROM:**

Andrew Katsaros  
Principal Assistant Inspector General for Audit and Evaluation

**SUBJECT:**

Review of Department's Response Process for Freedom of Information Act (FOIA) Requests

In response to a June 23, 2015, letter request from the Committee on Homeland Security and Governmental Affairs, United States Senate, we are initiating a review of the Department's process to respond to Freedom of Information Act (FOIA) requests. Our review will focus on the involvement by non-career officials within the Department's FOIA response process from January 2007 to the present.

As part of our review, we will interview Departmental and operating unit FOIA officers and obtain the supporting documentation and other information related to selected FOIA requests. We will also request from Departmental and operating unit FOIA officers additional information referenced in the June 23 letter.

We plan to begin this review immediately; the results of our review are due to the Committee within 60 days. If you have any questions, please contact me at (202) 482-7859, or Rich Bachman, Assistant Inspector General for Audit, at (202) 482-2877.

cc: Kelly R. Welsh, General Counsel  
Ellen Herbst, Chief Financial Officer and Assistant Secretary for Administration