Follow a Request Through the FOIA Process

1. **WRITE A FREEDOM OF INFORMATION ACT REQUEST**
   - The National Security Archive
   - The George Washington University
   - Gelman Library, Suite 701
   - 2150 H St. N.W.
   - Washington, D.C. 20037
   - Phone: 202-939-7000
   - Fax: 202-939-7004
   - research@nwu.edu
   - www.researcharchive.org
   - January 31, 2013
   - No further specific information provided.

2. **Fax, mail or e-mail your request to the agency. Contact information is available on the agency FOIA website.**

3. **BROWSE THE AGENCY**
   - If you provided a description, or the agency determines you have not provided certain information, the FOIA referral process begins. The agency will either:
     1. Release documents in full
     2. Release documents in part
     3. Withhold documents in full
     4. Not find any responsive documents.
   - (Timeliness of response is dependent on agency workload and the complexity of the request. May take 1 week – 10+ years)

4. **The agency may contact you in order to ‘perfect’ your request. There could be issues to resolve such as your fee status or the scope of your request.**

5. **The Agency will either:**
   - 1- Release documents in full
   - 2- Release documents in part
   - 3- Withhold documents in full
   - 4- Not find any responsive documents.
   - (Timeliness of response is dependent on agency workload and the complexity of the request. May take 1 week – 10+ years)

6. **If you disagree with the agency’s decision, send an appeal to challenge the exemptions cited.**
   - (Agencies will allow between 30-90 calendar days to send an appeal)

7. **Agency will either:**
   - 1- Accept your appeal and release more material
   - 2- Deny your appeal and continue to withhold material.
   - (Agency may take 1 month to 10+ years to respond)

8. **If you disagree with the decision made on appeal, you may seek judicial review in court.**