

# Follow a Request Through the FOIA Process

1

The National Security Archive  
 The George Washington University  
 Gelman Library, Suite 701  
 2130 H Street, N.W.  
 Washington, D.C. 20037

Phone: 202/994-7000  
 Fax: 202/994-7005  
 nsarchive@gwu.edu  
 www.nsarchive.org

January 31, 2003


**WRITE A FREEDOM OF INFORMATION ACT REQUEST**

with other agencies.

If you regard any of these documents as potentially exempt from the FOIA's disclosure requirements, I request that you nonetheless exercise your discretion to disclose them. As the FOIA requires, please release all reasonably segregable nonexempt portions of documents. To permit me to reach an intelligent and informed decision whether or not to file an administrative appeal of any denied material, please describe any withheld records (or portions thereof) and explain the basis for your exemption claims.

As you know, the National Security Archive qualifies for waiver of search and review fees as a representative of the news media. This request is made as part of a scholarly and news research project and not for commercial use. For details on the Archive's research and publication activities, please see our Web site at the address above. Please notify me before incurring photocopying costs over \$100.

To expedite the release of the requested documents, please disclose them on an interim basis as they become available to you, without waiting until all the documents have been processed. If you have any questions regarding the identity of the records, their location, the scope of the request or any other matters, please call me at (202) 994-7005 or e-mail me at [wferro@gwu.edu](mailto:wferro@gwu.edu). I look forward to receiving your response within the twenty-day statutory time period.

Sincerely,  
  
 Will Ferroggiano  
 Director, Freedom of Information Project

2

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



3

DEFENSE INTELLIGENCE AGENCY  
 WASHINGTON, DC 20346

U-4,500/DAN-1A(FOIA) 3 June 2004

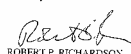
Ms. Kathleen N. Costar  
 The National Security Archive  
 Gelman Library, Suite 701  
 2130 H Street, NW  
 Washington, DC 20037

RECEIVED JUN 03 2004

Dear Ms. Costar:

We have received your Freedom of Information Act request regarding interaction between the DIA, US representatives and NATO Experts Working Group on Latin America and assigned it case number 0495-04. Please use this number in all future correspondence with us about this matter.

There is a substantial delay in processing requests, and it is impossible for us to forecast when your case will be completed. We solicit your patience and understanding and assure you that we will process your request as soon as possible.

Sincerely,  
  
 ROBERT P. RICHARDSON  
 Chief, Freedom of Information Act Staff

You will usually receive an Acknowledgement from the Agency (1-4 weeks)

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

DEPT. OF STATE APPEALS REVIEW PANEL  
 UNCLASSIFIED  
 PRINCIPALS CHANNEL  
 DEPARTMENT OF STATE  
 DIRECTOR, POLICY PLANNING AND  
 DIST 12/24

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)

MUCH of our de-nuclearization and de-militarization agenda is hard for former Soviets, especially conservatives, to swallow. To make it easier politically for republic authorities to proceed with our preferred agenda -- and to try to avoid a backlash later on the grounds that the United States had

CONFIDENTIAL

6

The National Security Archive  
 The George Washington University  
 Gelman Library, Suite 701  
 2130 H Street, N.W.  
 Washington, D.C. 20037

Phone: 202/994-7000  
 Fax: 202/994-7005  
 nsarchive@gwu.edu  
 www.nsarchive.org

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

TALKING POINTS FOR THE PRESIDENT  
 U.S.-Ukraine Defense Partnership Office and Program

ER29

As a demonstration of our support for democratization in Ukraine, I would like to propose that we establish a U.S. - Ukraine defense partnership office and program, within our embassy in Kiev.

DENIED IN FULL  
 B5

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