


To: arc, dfrc, grc, gsfc, jpl, jsc, ksc, larc, msfc, ssc  
From: Sharon Holgerson <sholger1@hq.nasa.gov>  
Subject: FOIA Issues  
Cc: krobison,  
Bcc:

X-Attachments:  2001 Annual Report Form

Hello to Everyone,

### Annual Report

It is once again time for the Annual Report preparation. The August 13, 2001 memo from DOJ providing supplemental guidance was sent to all Centers and is also available on the FOIA Post web site at <http://www.usdoj.gov/oip/foiapost/mainpage.htm>

I am attaching a blank report form and request that you submit the entire form with your Center's data. Please complete the report for your Center and forward it to me by **December 14, 2001**.

### FOIA Conference

The 2002 Annual FOIA Conference will be hosted by Stennis Space Center the week of June 10 - 14, 2002. We are currently negotiating a contract for a hotel in New Orleans. As soon as the contract has been finalized, I will send further information. We will follow the same format as last year with the first day (Tues, June 11) for FOIA Specialists only and the regular conference schedule with the attorneys and speakers to begin on Wed. June 12. Mark your calendars..hope to see everyone there!

### Media and Security Requests

It is important that everyone continue to send me copies of all media requests and subsequent responses. I need this information every week no later than Thursday so that I can include it in my report to HQ Management.

In addition, in light of the recent heightened security at all NASA facilities and the entire Federal Government, we need to be particularly sensitive to the requests we receive. If you receive any unusual requests or anything that you feel in any way should be reviewed for security reasons, please bring those to my attention as well.

The most recent FOIA policy guidance from Attorney General Ashcroft is also available on the FOIA Post web site and I would encourage everyone to read it. I attended a meeting hosted by DOJ which was entirely devoted to this new policy. One area of concern is about information which previously had been publicly available and now is being more closely scrutinized. Some Centers have removed alot of information from their web sites as a precaution. I have asked the General Counsel's Office here at HQ if guidance can/should be issued agencywide on this concern, particularly as it relates to FOIA. I will continue to keep you updated on this issue.

As always, please email or call me if you have any questions about any of these issues. Thanks, Sharon