

The National Security Archive

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

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Via Facsimile

September 4, 2002

Lisa Babcock
Chief, Office of FOI/PA
US Small Business Administration
409 3rd Street, S.W.
Washington, D.C. 20416

Re: Archive FOIA Request #20020537SBA001

Dear Ms. Babcock:

Pursuant to the Freedom of Information Act (FOIA), I hereby request disclosure of the following documents for inspection and possible copying:

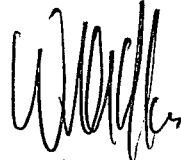
All records, including but not limited to guidance or directives, memoranda, training materials, or legal analyses, concerning the US Small Business Administration's implementation of US Attorney General John Ashcroft's October 12, 2001 memorandum on the US Freedom of Information Act.

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 contact me directly at (202) 994-7045 or wferro@gwu.edu. I look forward to receiving your response within the twenty-day statutory time period.

Sincerely,



William Ferroggiaro
Director, Freedom of Information Project

*** TX REPORT ***

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FAX COVER SHEET

Date: 9/4/02To: Lisa Babcock, Chief, Office of FOI/PAOrganization: US Small Business AdministrationFrom: William FerroggiaroNumber of pages (including cover sheet) 2

If there is a problem with this transmission, please call us at
202-994-7000 as soon as possible.

Message:

New FOIA request (Archive no. 20020537SBA001)