FOIA Request Tutorial

CMSE495 – TEAM QSIDE

THE MOST IMPORTANT PART OF MAKING A FOIA REQUEST IS MAKING SURE THAT THE DATA YOU ARE LOOKING FOR IS **NOT ALREADY PUBLICLY AVAILABLE.**

YOU CAN **SEARCH HERE** FOR PUBLIC INFORMATION.

ONCE YOU HAVE ENSURED THIS FACT, CONTINUE THROUGH THE FOLLOWING STEPS:

1.

LOCATE PROPER GOVERNMENT AGENCY

You must make sure you request the proper governmental agency. Every agency will handle FOIA requests differently, and some may even offer their own versions of FOIA request forms.

You can **look through the links here** for more information on different government agencies.

2.

SUBMIT A REQUEST

No forms are specifically required. The only requirement for making a FOIA request is it "must be in writing and reasonably describe the records you seek" (FOIA.gov/how-to.html).

Additionally, you can include the format of the information you will receive.

THAT'S IT!

IMPORTANT NOTE:

The FOIA does not require agencies to create new records or to conduct research, analyze data, or answer questions when responding to requests.