

## Commission of Fine Arts

## § 2105.4

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AUTHORITY: 5 U.S.C. 552, as amended by Public Law 110-175, 121 Stat. 2524 and Pub. L. 114-185, 130 Stat. 538.

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### Subpart A—Introduction

#### § 2105.1 What should you know up front?

- (a) This part contains the rules that the Agency follows in processing records under the Freedom of Information Act (FOIA), 5 U.S.C. 552.
- (b) Definitions of terms used in this part are found at § 2105.67.
- (c) This part should be read in conjunction with the text of the FOIA and the OMB Fee Guidelines.
- (d) This part does not entitle any person to any service or to the disclosure of any record that is not required under the FOIA.
- (e) You are encouraged to review the Agency's FOIA libraries before filing a FOIA request. The material you seek may be immediately available electronically at no cost.

#### § 2105.2 What kinds of records are not covered by the regulations in this part?

In the event that the Agency identifies records that may be subject to exclusion from the requirements of the FOIA pursuant to 5 U.S.C. 552(c), the agency must confer with legal counsel and the Department of Justice, Office of Information Policy, to obtain approval to apply the exclusion.

### Subpart B—How To Make a Request

#### § 2105.3 Where should you send a FOIA request?

- (a) To make a request for Agency records, you must contact the Agency directly.
- (b) Address requests to the FOIA Officer found in the Agency contacts at <https://www.cfa.gov/foia>.

#### § 2105.4 How should you describe the records you seek?

- (a) You must reasonably describe the records sought. A reasonable description contains sufficient detail to enable Agency personnel familiar with the subject matter of the request to locate the records with a reasonable amount of effort.
- (b) You should include as much detail as possible about the specific records or types of records that you are seeking. This will assist the Agency in identifying the requested records (for example, time frames involved or specific personnel who may have the requested records). For example, whenever possible, identify:
- (1) The date, title or name, author, recipient, and subject of any particular records you seek;
  - (2) The office that created the records you seek;
  - (3) The timeframe for which you are seeking records; and
  - (4) Any other information that will assist the Agency in locating the records.
- (c) The Agency's FOIA Officer or Public Liaison can assist you in formulating or reformulating a request in an effort to better identify the records you seek.