

# Sections

→ FOIA 101

→ FOIA 201

→ Making the Most of Your  
MuckRock Account

→ How DocumentCloud Works

→ How Assignments Work



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# FOIA 101



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What have  
you heard about  
FOIA and public records?



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4,000,000 pages of documents

65,000 requests filed

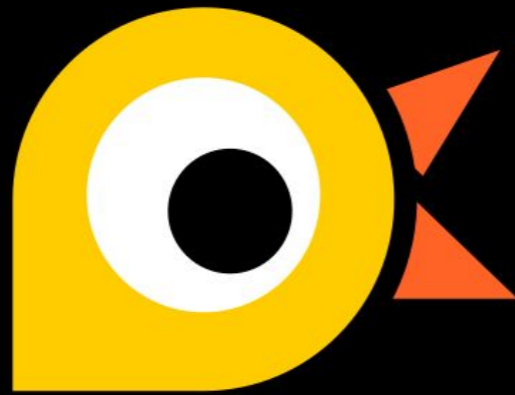
13,000 agencies

all 50 states and federal



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# File, track, and share public records requests.

File a Request

Explore filed requests or learn how it works.

63,258  
filed requests

13,318  
agencies

18,837  
fulfilled requests

4,075,014  
released pages

## Recently completed requests

See all →

- Completed** 9 files

**Trump/Obama Communications**

Anonymous Person sent this request to the City Clerk's Office Of Rancho Mirage of Rancho Mirage, CA
- Completed** 18 files

**Files on Waste Incinerators (Department of Public Health)**

Liam Knox sent this request to the Department of Public Health of Massachusetts
- Completed** 4 files

**FBI's report to CIA on Bowling Green protest**

Emma Best sent this request to the Federal Bureau of Investigation of the United States of America
- Completed** 2 files

**FCC Complaints Fortnite**

Freddy Martinez sent this request to the Federal Communications Commission of the United States of America
- Completed**

**2018 FOIA logs - I**

Russ Kick sent this request to the Management of the United States

## Newsletter

Want the latest investigative and FOIA news?

Subscribe



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# File a request

Not sure where to start? [We can help.](#)  
Out of ideas? [Try cloning a request.](#)

## Sample Request

i.e., "John Doe Arrest Report" or "2017 Agency Leadership Calendars". Agencies may see this on emailed requests.

### AGENCIES

Memphis Police Department **Proxy Required**

*This agency doesn't accept out of state requesters, so a local volunteer will file it on your behalf once submitted.*



Memphis, TN

Test Agency

United States of America



Optionally add another agency - the request will be sent to all of them

i.e., Police Department, Austin, TX or Office of the Governor, Arkansas

Federal Bureau of Investigation

United States of America

Central Intelligence Agency

United States of America

National Security Agency

United States of America

U.S. Department of State

United States of America

Department of Homeland Security

United States of America

Drug Enforcement Administration

United States of America

New York City Police Department

New York City, NY

Immigration and Customs Enforcement

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within { days }.

Sincerely,

Michael Morisy

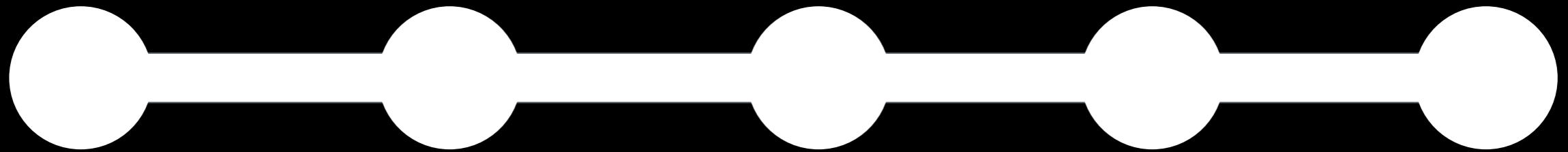
EMBARGO

Embargoing a request keeps it completely private from other users until the embargo date you set. You may change this whenever you want.



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What is  
FOIA?

What to  
request

Writing the  
request

Follow  
through

Your  
FOIAs!



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# What is a Freedom of Information request?



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# Freedom of Information Act (FOIA) request

(Foy-uh or Eff-Oh-Eye-Aye)

- Federal law allowing access to government records, or catchall term used for all ~53 state and jurisdictional laws.
- Allows the public\* **access to records**, typically unless those records are specifically exempt.
- Generally does not allow you to ask more open ended questions or even get clarification about those records.

*\* Can vary by jurisdiction. Some states bar out of state requesters, Louisiana bars minors, many states bar the incarcerated.*

# Freedom of Information Act (FOIA)

**July 4, 1966**

Grudgingly signed into law by President Lyndon B. Johnson.

**1974**

Post Watergate, FOIA amendments added Privacy Act, gave FOIA teeth

## **Caveats**

Nine major exemptions, including a catchall exemption b(3) that allows other laws to exempt material.



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# State public records laws

**Modeled on federal law,  
in general, but tend to be:**

- less helpful with fee categories and appeal processes.
- faster but less consistently applied at the local level.
- Watch out for creative “exemptions”

**Detailed guides to state laws live at  
[muckrock.com/place](https://muckrock.com/place).**



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**Research, or  
What to Request:  
Turn your questions into  
ideas for records**



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# What would a middle manager do?



# What would a middle manager do?

## Mandatory reporting

Most government activity requires putting something in writing.

## Procedure and process

Think through the paperwork needed to implement a program.

## Public admission

Has the government publicly signaled that paperwork is being generated?

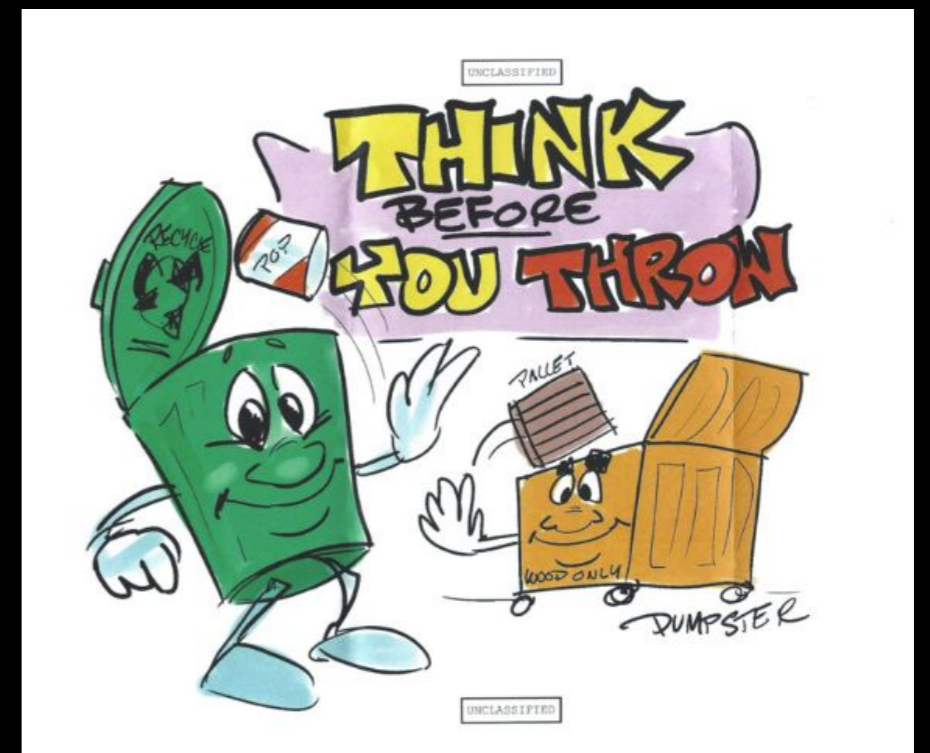
“We’re getting reports.”

“We’re tracking incidents.”

## In collaboration

Often multiple agencies are involved.

Who is sharing information with whom?



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# Resources for infiltrating the mind of a government agency

- Agency's own website
- Agency records retention schedule, system of records
- MuckRock requests and agency pages
- DocumentCloud
- FOIA Mapper
- Google
  - Search tricks.
  - Alerts: "public records"; "Freedom of Information"
- News articles and press releases.
- **Art of Access**, David Cuillier and Charles N. Davis



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# Agency's Own Website

**THE FBI** FEDERAL BUREAU OF INVESTIGATION

REPORT THREATS • A-Z INDEX • SITE MAP

Search Site  SEARCH

CONTACT US | ABOUT US | MOST WANTED | NEWS | STATS & SERVICES | SCAMS & SAFETY | JOBS | FUN & GAMES

*FBI Records: The Vault*

Select Language  Get FBI Updates

[Vault Home](#)

### The Vault Index

The FBI has converted many FOIA documents to an electronic format (PDF), and they may be viewed below. In the case of voluminous pages, only summaries or excerpts from the documents are online. Subjects are sorted alphabetically by first name. You can also use your browser's find feature to locate subjects on the page.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

- Al Capone
- Animal Mutilation
- Ali Hasan Al-Majid Al-Tikriti (Chemical Ali)
- Albert Anastasia
- ACLU
- Aristotle Onassis
- American Friends Service Committee
- Aryan Nation
- Anna Nicole Smith
- Anthony Blunt
- Alfred Kinsey
- Abner Zwillman
- Albert Einstein
- Anthony Spilotro
- ABSCAM
- Arthur Flegenheimer (Dutch Schultz)
- Alcatraz Escape
- Alcoholics Anonymous
- Al Gore, Sr.
- Amerithrax
- Abbie Hoffman
- Adolf Hitler
- Asian American Political Alliance

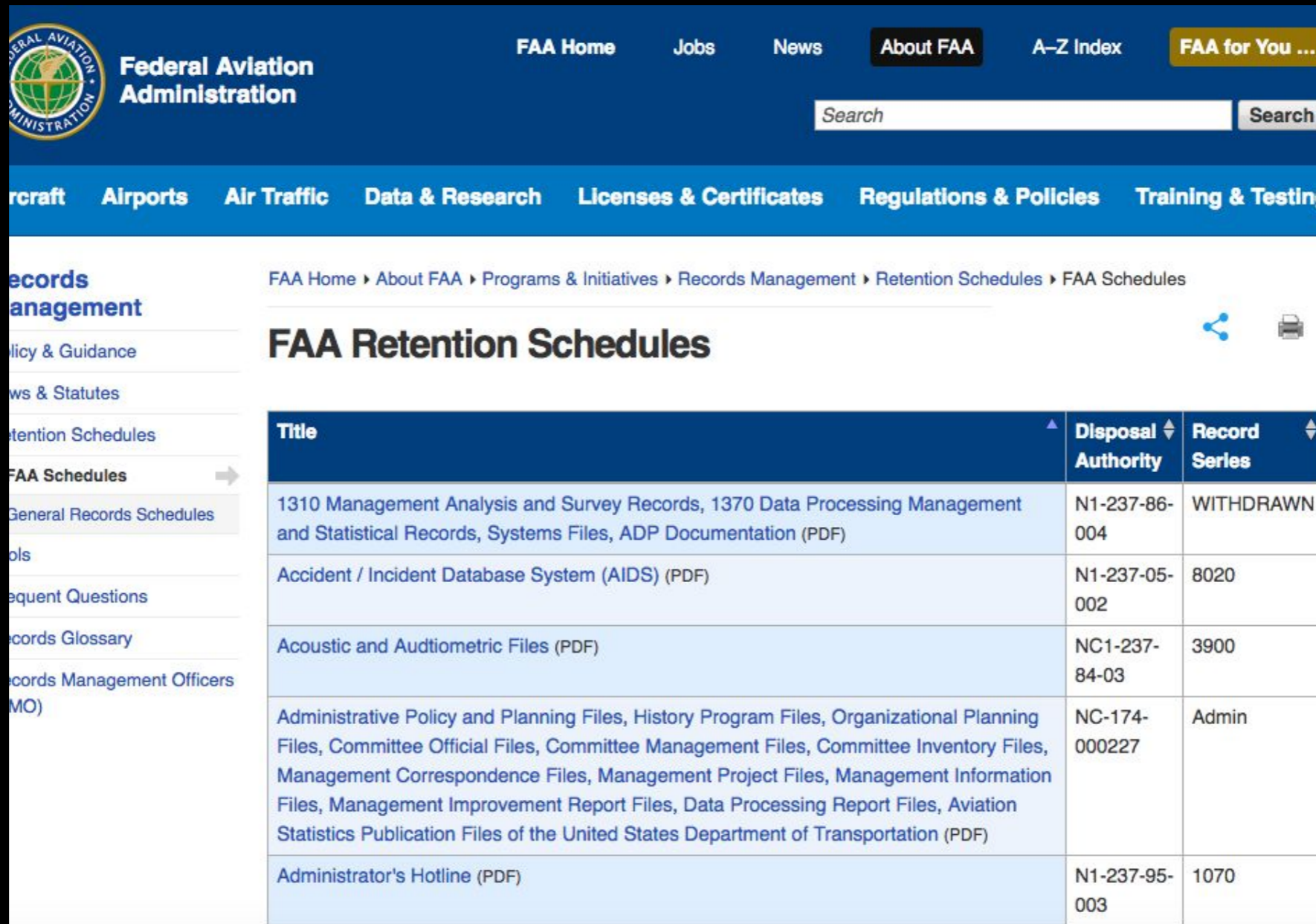
### Vault Links

- FOIA Home
- Vault Home
- Search Vault
- Recently Added
- A-Z Index

↑Categories( click to retract )

- Administrative Policy Procedures
- Anti-War
- Bureau Personnel
- Civil Rights
- Counterterrorism
- Foreign Counterintelligence
- Frequently Requested
- Fugitives
- Gangs Extremist Groups
- Gangster Era
- Miscellaneous
- Organizations
- Organized Crime
- Political Figures Events
- Popular Culture
- Public Corruption
- Supreme Court
- Unexplained Phenomenon
- World War II

# Agency records retention schedules and systems of records



The screenshot displays the FAA website's 'Records Management' section, specifically the 'FAA Retention Schedules' page. The page includes a navigation menu with links for 'Aircraft', 'Airports', 'Air Traffic', 'Data & Research', 'Licenses & Certificates', 'Regulations & Policies', and 'Training & Testing'. A search bar is located at the top right. The main content area shows a breadcrumb trail: 'FAA Home > About FAA > Programs & Initiatives > Records Management > Retention Schedules > FAA Schedules'. The page title is 'FAA Retention Schedules'. A table lists various records with their titles, disposal authorities, and record series.

Title	Disposal Authority	Record Series
1310 Management Analysis and Survey Records, 1370 Data Processing Management and Statistical Records, Systems Files, ADP Documentation (PDF)	N1-237-86-004	WITHDRAWN
Accident / Incident Database System (AIDS) (PDF)	N1-237-05-002	8020
Acoustic and Audiometric Files (PDF)	NC1-237-84-03	3900
Administrative Policy and Planning Files, History Program Files, Organizational Planning Files, Committee Official Files, Committee Management Files, Committee Inventory Files, Management Correspondence Files, Management Project Files, Management Information Files, Management Improvement Report Files, Data Processing Report Files, Aviation Statistics Publication Files of the United States Department of Transportation (PDF)	NC-174-000227	Admin
Administrator's Hotline (PDF)	N1-237-95-003	1070

# MuckRock.com/foi/

## Requests

We track all public records requests filed through our system, adding correspondence and responsive records to the public domain.

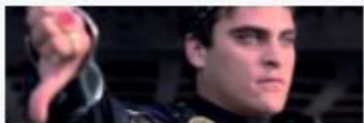
File Request

Browse all requests →  
Learn more →

- Federal Bureau of Investigation
- Central Intelligence Agency
- National Security Agency
- U.S. Department of State
- Department of Homeland Security
- Federal Communications Commission
- New York City Police Department
- Drug Enforcement Administration
- Boston Police Department

Search requests Search

### In the News Requests that have informed our most recent reporting.



**FBI's 2016 vexsome filer list is a who's who of FOIA**  
by JPat Brown  
March 10, 2017

Completed  
**FBI vexsome filer list**  
Jason Smathers sent this request to the Federal Bureau of Investigation of the United States of America

# MuckRock.com/agency/

News Projects Requests ... Search File Request Sign Up Log In



## Department of Homeland Security

### United States of America

REQUEST RECORD

- 338 Filed
- 82 Completed
- 53 Rejected
- 40 No Responsive Documents
- 5 Awaiting Acknowledgement

### Recent Requests [See All](#)

Title	Status	Agency	Jurisdiction
Frequency of border searches of electronic devices	Awaiting Acknowledgement	Department of Homeland Security	United States of America
DHS: @Alt_USCIS account	Awaiting Acknowledgement	Department of Homeland Security	United States of America
Updated privacy guidance for DHS databases	No Responsive Documents	Department of Homeland Security	United States of America
Homeland Security reports	No Responsive Documents	Department of Homeland Security	United States of America
Homeland Security Reports	No Responsive Documents	Department of Homeland Security	United States of America
Evidence Supporting Trump's 3-26-2016 Tweet	Awaiting Acknowledgement	Department of Homeland Security	United States of America
FSD Overwatch (DHS)	Fix Required	Department of	United

# DocumentCloud


DocumentCloud Home / [Log Out](#)

[Documents](#) [Accounts](#) [Help](#)

[All Documents](#)  
[Your Documents](#)  
[Your Published Documents](#)  
▶ [Muck Rock's Documents](#)


[+ New documents](#) [+ New Project](#)










This account doesn't have any projects yet. To start one, click on the "New Project" button above.

 **Mitchell Kotler**  
[Manage Account](#) / [Log Out](#)

**9924 Results**

Q [✕ TEXT: school](#) [✕ TEXT: lunches](#) ✕

[Open](#) [Edit](#) [Sort](#) [Projects](#) [Analyze](#) [Publish](#) 

 <b>Food Inspections</b>	 <b>2004a Jan Jun GovernF 6</b>	 <b>NIEMAuditFebruary2013 (1)</b>
 <b>2004a Jan Jun GovernF 5</b>	 <b>2004a Jan Jun GovernF 7</b>	 <b>2001 3</b>
 <b>2005c 14</b>	 <b>GovernF1999</b>	 <b>2001 1</b>

# FOIA Mapper

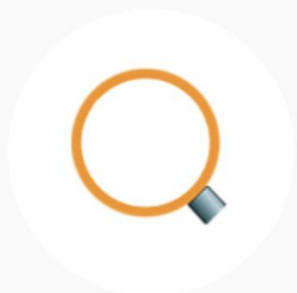


[Search](#) [Browse](#) [FAQ](#) [About](#) [Contact](#) [Twitter](#)

## Transparent Censorship

How agencies responded to Freedom of Information requests in 2015, and what it says about the current administration's stance on government transparency.

[Read More](#)



## Search

Search for government information by keyword or see what other people and news organizations are requesting.

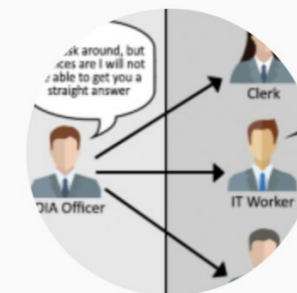
[Read more »](#)



## Browse by Government Agency

FOIA logs, record systems, and contact information for making a Freedom of Information request

[Read more »](#)



## FAQ

What is FOIA and what role does FOIA Mapper play?

[Read more »](#)

# FOIA Mapper

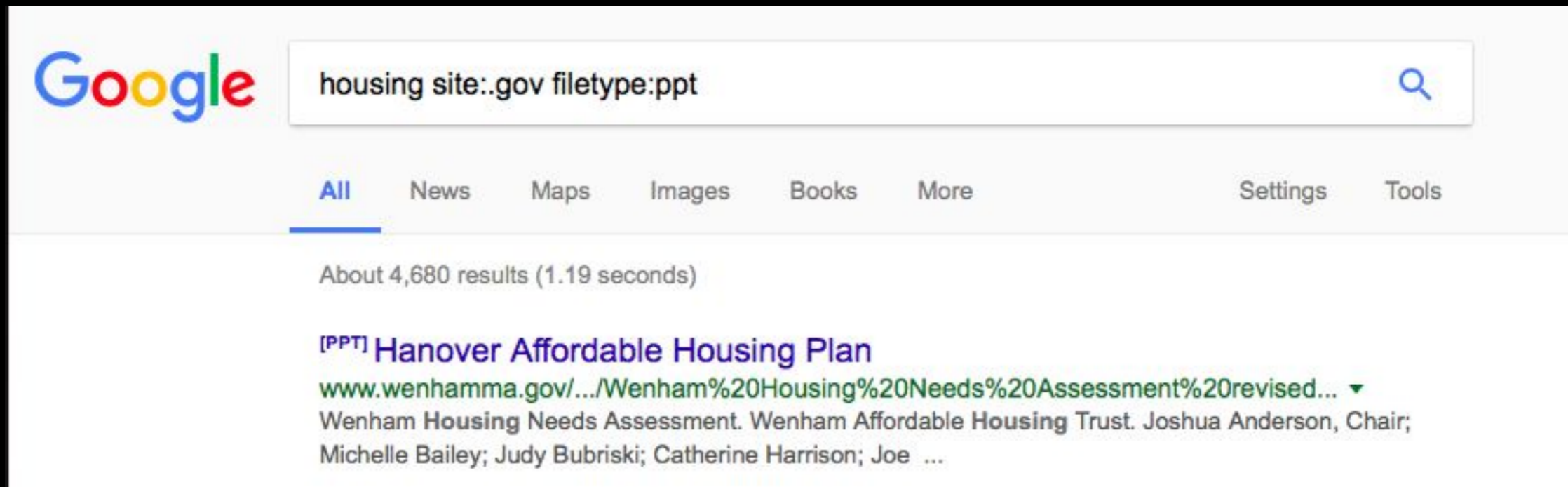
## Information Systems

Browse the record systems to see what records are available to request.

For more information see: [What is a Government Record System?](#)

Information Systems
<a href="#">Health Compensation Programs</a>
<a href="#">Safety Program Records</a>
<a href="#">The Family Medical Leave Act (FMLA) Records</a>
<a href="#">Loan Program Office (LPO) Records</a>
<a href="#">Personnel Action Tracking and Reporting Systems</a>
<a href="#">Web-Based Training and Tracking System (WTTS)</a>
<a href="#">Security Clearance / Access Authorization Case Records</a>
<a href="#">Office of the Inspector General (OIG)</a>
<a href="#">Year 2000 Project Files</a>
<a href="#">National Renewable Energy Laboratory, Communications and Public Affairs</a>
<a href="#">Natural Gas Import / Export Cases</a>
<a href="#">Office of the Executive Secretariat</a>
<a href="#">Office of Scientific and Technical Information</a>
<a href="#">Amendment to Environmental Records Schedule</a>
<a href="#">Unidentified and Deteriorated Medical X-Rays</a>
<a href="#">Environmental Health (EH)</a>
<a href="#">Spent Nuclear Files</a>
<a href="#">Work for Others</a>
<a href="#">Naval Petroleum Reserve Number 1 (Elk Hills, California)</a>
<a href="#">Strategic Petroleum Reserve Comprehensive Schedule</a>
<a href="#">Naval Petroleum and Oil Shale Reserves (NPOSR)</a>
<a href="#">Additions to the Department of Energy (DOE) Administration Schedule 16</a>

# Google!



The screenshot shows a Google search interface. The search bar contains the text "housing site:.gov filetype:ppt". Below the search bar, the "All" tab is selected. The search results show "About 4,680 results (1.19 seconds)". The first result is a PowerPoint presentation titled "[PPT] Hanover Affordable Housing Plan" from the website "www.wenhamma.gov/.../Wenham%20Housing%20Needs%20Assessment%20revised...". The description of the result mentions "Wenham Housing Needs Assessment. Wenham Affordable Housing Trust. Joshua Anderson, Chair; Michelle Bailey; Judy Bubriski; Catherine Harrison; Joe ...".

- Try PPT, PPTX, XLS, XLSX, CSV, PDF
- Use agency domain or leave just .gov
- Works with or without keywords



# Writing the Request



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# Requests should be specific.

The more specific and the more evidence you have that a document exists, the better.

## **Include:**

- A citation of the law.
- Specific document requests, not questions.
- Enough detail for agency to locate information.
- The name of the document.
- Who has the document.
- References to the record by the agency or news media.



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# Requests should NOT:

- Cite every possible law.
- Include extraneous arguments or background
- Bury the request in legalese.
- Forget that there's a human on other side of the process.



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# What makes a good request?

- Clearly defined
- Set date parameters
- Explain your status
- Cite how you know it exists
- Be creative
- Keep it to one page whenever possible



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- Assume it will get passed around
- Understand that the left hand often has no idea what the right is doing
- Agencies usually love talking on the phone!
- Try to think like a FOIA officer



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# THE FOLLOW THROUGH



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- Assume good faith
- Let them know when you expect a response
- Follow up, get an estimated completion date
- Interview the response: It can lie, too
- Appeal!



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# Appealing can be very simple

Agencies are supposed to give the most generous possible reading.

However, if you're planning to litigate, this is last chance to get arguments in there.

**Check out RCFP and MuckRock state guides:**

<https://www.muckrock.com/place>

<https://www.rcfp.org/open-government-guide/>



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# Appealing can be very simple

Say Thanks Reply Directly Follow Up **Appeal** Get Help

Need help? Search MuckRock's database of exemptions and language you can use to appeal them.

exempt Search

**b6** →  
5 U.S.C. § 552(b)(6), Information involving matters of personal privacy, such as personnel and medical files  
[See More](#)

**b1** →  
5 U.S.C. § 552(b)(1), Classified national defense and foreign relations information **\*\*What that means:\*\*** Classified national defense and foreign relations information. Spy and/or military stuff, mostly. **\*\*What you can do about it:\*\*** Depends on how recent the docs are. If it's anywhere near the...  
[See More](#)

**Exemption 3** →  
5 U.S.C. § 552(b)(3) states that information specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute (A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue or (B) establishes particula...  
[See More](#)

Are these results unhelpful?  
Tell us how your request was rejected and we'll help you appeal it.  
[Get Appeal Help](#)

Send an appeal to the Transportation Security Administration  
[See where this appeal will be sent](#)



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# Key Considerations

- Make sure they cite **valid** exemptions.
- Just because part of a document is exempt doesn't mean all of the document is exempt.  
Ask for “segregable” information
- You will often know the law better than they do
- Sometimes material is a “may” withhold, and higher level folks will overrule.



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# If it first you don't succeed, get creative.

- Does another agency possibly have the same records? Would they release them?
- People can request their own files with the Privacy Act.
- FERPA is bane of requesters — but students can get your own info.
- Sources could waive privacy/request their own files



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# FOIA 201



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When the going gets tough, the tough get docs

- Getting the keys to an agency's filing cabinet
- Scaling your public records work to large projects
- Dealing with intransigent agencies
- Calling in the cavalry
- Workshopping your requests

## Getting the keys to an agency's filing cabinet

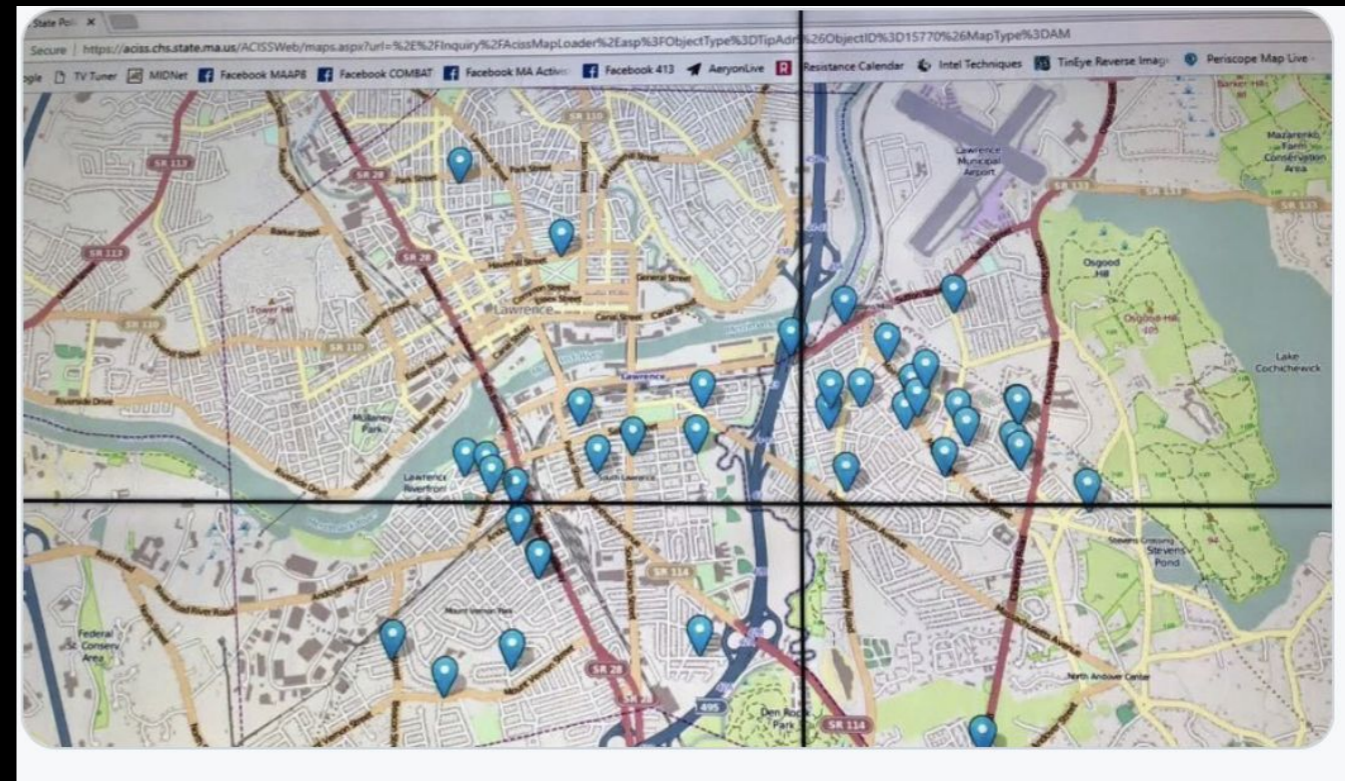
Knowledge is power. More specific requests remove or blunt the most common rejections, including high fees, claims that no responsive documents exist, or complains that a request is too burdensome.





# Getting the keys to an agency's filing cabinet

- Agencies drop hints all the time – people just don't know to see them.
- Look through what the agency has already released, including footnotes, press releases, even how the page is printed out and screenshots on social media.



## **An errant screenshot reveals Massachusetts police were monitoring liberal groups**

The ACLU says the blunder is alarming – and the police response doesn't add up

# Commonly Available Resources

- Records retention schedule
- Records request logs
- Annual reporting requirements to other agencies
- Web-based and paper forms and other submissions solicitations
- Websites and product sheets of vendors

# Good Meta Requests

- Copies of forms used internally
- Copy of intranet page & every page it links to
- Slices of data: Last five X submitted to Y
- Look for where data is backed up, exported, or shared already
- Orientation guides for new staff
- Internal staff presentations, memos, mailing lists

# Help agencies build good habits

- Simple requests that might have a story or might just be useful to have on hand
- Inspector general or other oversight reports
- Case load logs, staffing vacancy data, resignation and dismissal letters over last X months
- Press conference talking points

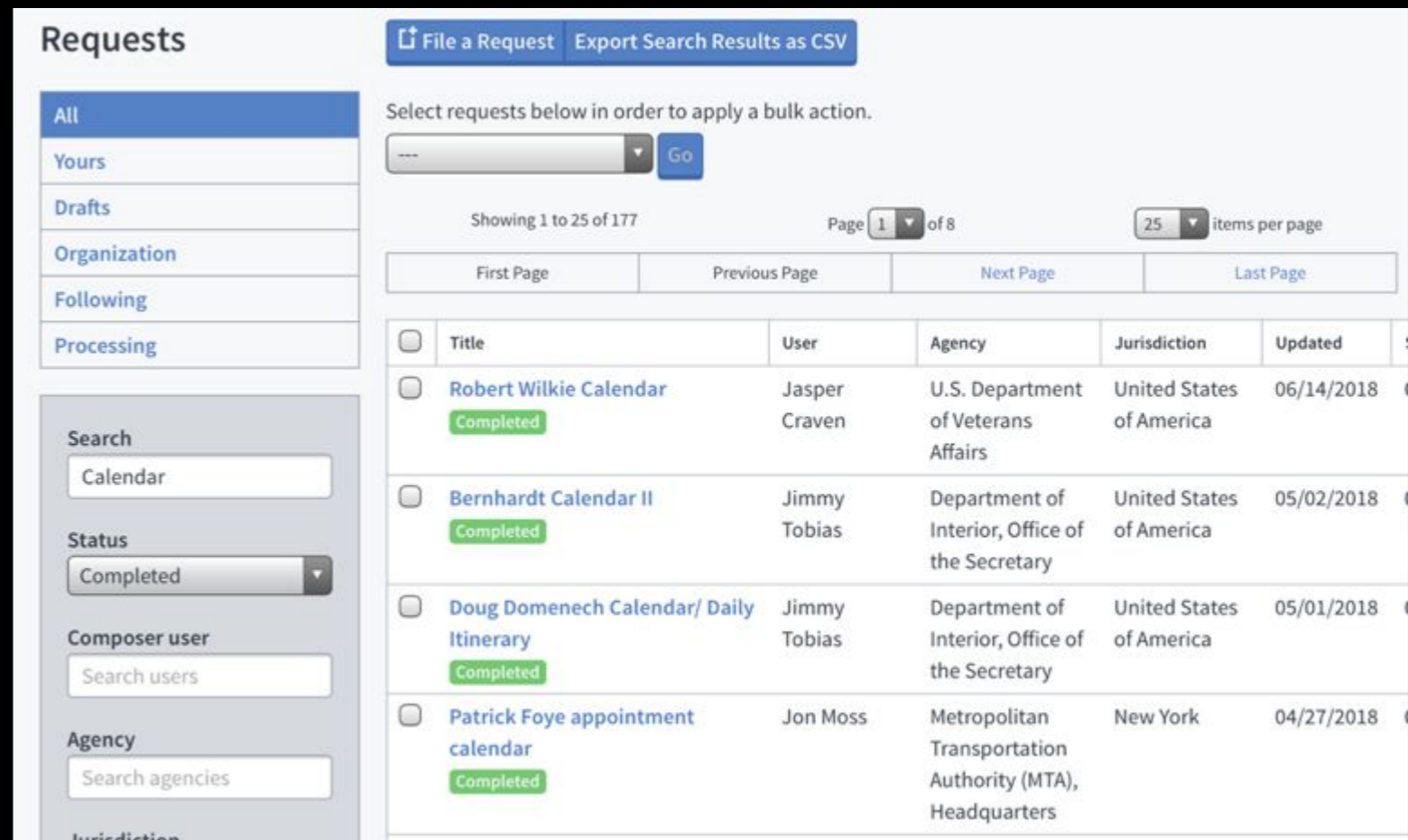
# Scaling your records work

- One request is good — hundreds of requests are better.\*

*\* If you can keep track of them all.*

# Staying Organized

- Some kind of consistent, shared tracking becomes critical, whether MuckRock, FOIA Machine, spreadsheets.
- Set budget in advance and work to set aside time to bird dog and follow up on requests.
- Figure out what are the answers you actually care about, and understand it will never be apples to apples.



The screenshot shows a web interface for managing requests. On the left is a sidebar with navigation links: All, Yours, Drafts, Organization, Following, and Processing. Below these are search filters for Search (with a text input containing 'Calendar'), Status (with a dropdown menu set to 'Completed'), Composer user (with a text input 'Search users'), and Agency (with a text input 'Search agencies'). The main content area has a title 'Requests' and two buttons: 'File a Request' and 'Export Search Results as CSV'. Below the buttons is a message 'Select requests below in order to apply a bulk action.' with a dropdown menu and a 'Go' button. The table below shows a list of requests with columns: Title, User, Agency, Jurisdiction, and Updated. The first four rows are marked as 'Completed'.

<input type="checkbox"/>	Title	User	Agency	Jurisdiction	Updated
<input type="checkbox"/>	Robert Wilkie Calendar Completed	Jasper Craven	U.S. Department of Veterans Affairs	United States of America	06/14/2018
<input type="checkbox"/>	Bernhardt Calendar II Completed	Jimmy Tobias	Department of Interior, Office of the Secretary	United States of America	05/02/2018
<input type="checkbox"/>	Doug Domenech Calendar/ Daily Itinerary Completed	Jimmy Tobias	Department of Interior, Office of the Secretary	United States of America	05/01/2018
<input type="checkbox"/>	Patrick Foye appointment calendar Completed	Jon Moss	Metropolitan Transportation Authority (MTA), Headquarters	New York	04/27/2018

# Measure Twice, File Once

- Agencies tend to respond more favorably if they know they're not the only ones in the spotlight — consider providing context.
- More bullet points, more likely that agency will pick and choose what it answers. Keep to three items or less if possible.
- Test across three states (when applicable) and ten requests before rolling out.
- Play agencies off each other — once had Seattle provide documents on San Diego.
- Peer pressure works (A and B released this, why can't you?)

# Dealing with intransigent agencies

Sometimes you do everything right, and agencies just refuse to follow the law.

At this point, it's time to step back, understand the situation and figure out points of leverage you can use.





# Diagnose the Problem

- What's the best faith reading of the situation?
- Is the resistance coming from the PIO or somewhere else in the agency?
- Have you talked through the issues on the phone? Who else can you talk to and try to get them to provide a clear explanation?
- Is this situation specific or is this an agency that routinely violates the law?

# Can you go over the problem?

- Appeal to higher level personnel.
- Sternly worded letters on legal letterhead can do wonders.
- Let them know that it will be more work to work against you than with you.

# Can you go around the problem?

- What other entities have the document? Where else do the answers live? Someone always cares less.
- Cast a wide net — peer pressure works.
- Think about points of transfer — is this program being overseen or funded from elsewhere?

# Can you go around the problem?

- If you're running into privacy or FERPA challenges, can you get a source to file a request and provide you documents? FERPA allows access to own files, even at private institutions
- At federal level, sources can sign Privacy Act waivers.
- Look through request logs and court records.

# Calling in the cavalry



# Can you go through the problem?

- You've got a megaphone — frame the story about the government denying the people access to their records.
- Offer to come for in person inspection.
- Look for litigation — ultimately agencies respond most to actions that hit them in the pocketbook.
- Figure out how to make it easier for them to play ball than to fight you.

# Can you go through the problem?

- **SPJ/NFOIC Legal Defense Fund:** Not enough cases so send them some more!
- **NFOIC chapter:** Michigan Coalition for Open Government
- **RCFP Hotline:** <https://www.rcfp.org/legal-hotline/>

Let's workshop  
some requests



[info@muckrock.com](mailto:info@muckrock.com)



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# Data Management and Analysis



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# Making the Most of Your MuckRock Account



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# Track requests, from start to finish

**MUCKROCK** News Projects Requests Tasks ... Search File Request Michael Morisy 375

Editor's Note: The original version of this request included a duplicated line due to a programming error. The duplicate line has been removed for clarity.

## FBI: Steve Jobs

Michael Morisy filed this request with the Federal Bureau of Investigation of the United States of America.

MuckRock #	847
Tracking #	1174993-000
Submitted	10/16/2011

STATUS **Completed**

EMBARGO This request has no embargo.

PROJECTS **Subjects Matter: FBI Files**

TAGS No tags. Add some!

Clone Get Help Contact User

Communications 3 Files 1 Notes 1 Tasks Sharing

Filter communications Collapse All

**From: Michael Morisy** 10/06/2011

**Subject: News**

To Whom It May Concern:

This is a request under the Freedom of Information Act. I hereby request the following records:

A copy of FBI files on Steve Jobs, former CEO of Apple, whose death was widely reported in the media on Oct. 5, 2011.

I also request that, if appropriate, fees be waived as I believe this request is in the public interest. The requested documents will be made available to the general public free of charge as part of the public information service at [MuckRock.com](http://MuckRock.com), processed by a representative of the news media/press and is made in the process of news gathering and not for commercial usage.

In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filed electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 20 business days, as this statute requires.

Sincerely,  
Michael Morisy

**From: "Sobonya, David P." <David.Sobonya@ic.fbi.gov>** 10/06/2011

**Subject: News**

Dear Mr. Morisy,

The FBI has received your Freedom of Information Act/Privacy (FOI/PA) request and it will be forwarded to the Work Process Unit or a Single Station Disclosure Team for review. Your request will be processed under the provisions of FOI/PA and a response will be mailed to you at a later date.

Requests for fee waivers and expedited processing will be addressed once your request has been assigned an FOI/PA request number. You will receive written notification of the FBI's decision.

Information regarding the Freedom of Information Act/Privacy is available at <http://www.fbi.gov> or <http://www.fbi.gov/foia/>. Upon receipt of an FOI/PA Request Number, you can check the status of your request online at <http://www.fbi.gov/foia/>, and by clicking on the 'Check Status of Your FOI/PA Request' link under the (Records Available Now) section. If you require additional assistance please contact the Public Information Officer.

Thank you,

David P. Sobonya  
Public Information Officer/Legal Admin. Specialist  
Front Office  
Record/Information Dissemination Section (RIDS)  
FBI-Records Management Division  
170 Marcol Drive, Winchester, VA 22602-4043  
Direct: (540) 866-4206  
PID Number: (540) 868-1593  
Fax: (540) 868-4361/4397

**From: Federal Bureau of Investigation** 10/07/2011

**Subject: News**

Acknowledgement Letter

View Embed Download



# MuckRock

@MuckRock / [MuckRock.com](http://MuckRock.com)

# File a request

Not sure where to start? [We can help.](#)  
Out of ideas? [Try cloning a request.](#)

## Sample Request

i.e., "John Doe Arrest Report" or "2017 Agency Leadership Calendars". Agencies may see this on emailed requests.

### AGENCIES

Memphis Police Department

Proxy Required

*This agency doesn't accept out of state requesters, so a local volunteer will file it on your behalf once submitted.*



Memphis, TN

Test Agency

United States of America



Optionally add another agency - the request will be sent to all of them

i.e., Police Department, Austin, TX or Office of the Governor, Arkansas

Federal Bureau of Investigation

United States of America

Central Intelligence Agency

United States of America

National Security Agency

United States of America

U.S. Department of State

United States of America

Department of Homeland Security

United States of America

Drug Enforcement Administration

United States of America

New York City Police Department

New York City, NY

Immigration and Customs Enforcement

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within { days }.

Sincerely,

Michael Morisy

EMBARGO

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# File a request

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## Sample Request

i.e., "John Doe Arrest Report" or "2017 Agency Leadership Calendars". Agencies may see this on emailed requests.

# Agencies can sometimes read this.

### AGENCIES

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**Test Agency**  
United States of America

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i.e., Police Department, Austin, TX or Office of the Governor, Arkansas

- Federal Bureau of Investigation  
United States of America
- Central Intelligence Agency  
United States of America
- National Security Agency  
United States of America
- U.S. Department of State  
United States of America
- Department of Homeland Security  
United States of America
- Drug Enforcement Administration  
United States of America
- New York City Police Department  
New York City, NY
- Immigration and Customs Enforcement

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Out of ideas? [Try cloning a request.](#)

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i.e., "John Doe Arrest Report" or "2017 Agency Leadership Calendars". Agencies may see this on emailed requests.

**AGENCIES**

- Memphis Police Department **Proxy Required** *This agency doesn't accept out of state requesters, so a local volunteer will file it on your behalf once submitted.* ✕
- Memphis, TN
- Test Agency ✕
- United States of America

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i.e., Police Department, Austin, TX or Office of the Governor, Arkansas

- Federal Bureau of Investigation  
United States of America
- Central Intelligence Agency  
United States of America
- National Security Agency  
United States of America
- U.S. Department of State  
United States of America
- Department of Homeland Security  
United States of America
- Drug Enforcement Administration  
United States of America
- New York City Police Department  
New York City, NY
- Immigration and Customs Enforcement

File with one or hundreds at once.  
Notifications if exempt, new,  
or requiring in-state volunteer.

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- National Security Agency  
United States of America
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United States of America
- Department of Homeland Security  
United States of America
- Drug Enforcement Administration  
United States of America
- New York City Police Department  
New York City, NY
- Immigration and Customs Enforcement

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Michael Morisy

# Embargo to keep private.

EMBARGO

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National Security Agency

United States of America

U.S. Department of State

United States of America

Department of Homeland Security

United States of America

Drug Enforcement Administration

United States of America

New York City Police Department

New York City, NY

Immigration and Customs Enforcement

# Don't include:

— Your address

— Your email

# We use unique one for each request

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image007

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[Say Thanks](#)

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You may [follow up](#) manually with the agency or [appeal](#) their decision. If you appeal, MuckRock staff can review the rejection and help write an appeal.



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