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Commissioner Announces New FOIA Office

09/28/2007

Effective October 1, 2007, CBP will open a new Freedom of Information Act (FOIA) office under the Office of International Trade. This new office supports the President's Executive Order (13392) to improve agency disclosure of information, and the Government-wide initiative to improve FOIA processing and reduce backlog.

The new office will centralize CBP FOIA functions and provide overall management and support to the program. Mr. Mark Hanson will serve as the Acting FOIA Director, and a staff of experienced employees will process FOIA requests. The new FOIA office will also prepare statistical reports for CBP management, the Department of Homeland Security and Department of Justice.

FOIA requests for records that are maintained in national computer systems, and are accessible to the FOIA staff, will be processed from start to finish by the new FOIA office – to include receiving and logging the request, querying and identifying responsive records and exemptions, redacting, and submitting the final response to the requestor. FOIA requests for records that are not maintained in national computer systems, will be received and logged-in by the FOIA office and processing will be coordinated directly with the appropriate office.

Beginning October 1, 2007, please forward all new FOIA requests to the following address:

U.S. Customs and Border Protection
1300 Pennsylvania Ave., NW,
Attn: Mint Annex Building, FOIA Division
Washington, D.C. 20229

The phone number for the FOIA Division is **(202) 572-0640**.

CBP websites, cbpnet and cbp.gov, will be updated to reflect these changes.

W. Ralph Basham
Commissioner