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Description of document: Bureau of the Fiscal Service (BFS) Freedom of Information Act (FOIA) Standard Operating Procedure (SOP) 2022

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Source of document: U.S. Department of the Treasury
Bureau of the Fiscal Service (Fiscal Service)
Attn: FOIA Disclosure Office/Room 508B
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DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
WASHINGTON, DC 20227

June 14, 2022

Sent via email

Re: FOIA #2022-FSF-00190

This is in response to your Freedom of Information Act (FOIA) request that was received in our office on May 23, 2022, seeking: "A copy of each (internal) FOIA Standard Operating Procedure (SOP) at the BFS FOIA Office."

Fiscal Service has completed a search and we have enclosed the responsive record in full.

No fees were incurred in processing your request.

We trust this information is helpful and satisfies your request.

Sincerely,

A handwritten signature in cursive script that reads "Denise Nelson".

Denise Nelson
Disclosure Officer

cc: FOIA files



FISCAL SERVICE STANDARD OPERATING PROCEDURE (SOP)

Legislative & Public Affairs Freedom of Information Act (FOIA)

Introduction

The Department of the Treasury's Bureau of the Fiscal Service (Fiscal Service) Disclosure Office is located within the Office of Legislative and Public Affairs (LPA). Fiscal Service has two Disclosure Officers, located in Washington DC, and Parkersburg, WV. The Disclosure Officers manage the disclosure program, ensure Fiscal Service's compliance with the law, have reporting responsibilities to Treasury, and provide guidance on FOIA processing and exemptions to the program areas. The Disclosure Officers communicate disclosure policy and procedures for all of the program areas within the Fiscal Service through FOIA training.

Input

Upon receipt of a FOIA request, a Disclosure Officer will log the FOIA into a FOIA tracking system operated by Main Treasury. All FOIAs are logged into the system and assigned a number.

Review

A Disclosure Officer reviews the request and determines whether it is a proper FOIA request, which must:

- 1) Be made in writing;
- 2) Cite the FOIA;
- 3) Reasonably describe the records; and
- 4) Include an agreement to pay appropriate costs and fees.

If the request is deemed to be imperfect, the Disclosure Officer will notify the requester in writing to inform them that the request is imperfect and provide information on how to perfect the request. Once the request is perfected, the Disclosure Officer will respond in writing to acknowledge receipt of the request if a response is not expected within 10-20 working days.

Processing

Once the request is perfected, the Disclosure Officer will assign it to the appropriate program area via a FOIA liaison/subject matter expert (SME). The program office is responsible for completing the records search for any responsive records. Once the search is complete, the Disclosure Officer will then work with the program office SME and/or Legal to complete the response and finalize the responsive records for disclosure.

Administrative Appeals

FOIA Administrative Appeals are addressed by Legislative and Public Affairs in consultation with the Office of Chief Counsel, with the final determination made by the LPA Director (or their designee), who also signs the appeal response letter. Upon completion, the appeal's resolution is recorded in the FOIA tracking system.