



NATIONAL ARCHIVES

May 22, 2014

Desk Officer for USAID
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Office of Management and Budget (OMB)
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Attention: Sarah Bashadi

Submitted via email to OIRA_Submission@omb.eop.gov and to Sylvia Joyner, Program Specialist at USAID, sjoyner@usaid.gov in response to Federal Register Docket No. 2014-09942 published Thursday May 1, 2014

RE: The Agency for International Development Notice of Public Information Collection Requirements Submitted to OMB for Review; New Information Collection: Freedom of Information/Privacy Act Record Request Form, AID Form 507-1; OMB Number OMB 0412-XXXX, FR Docket No. 2014-09935

These comments are offered by NARA's Office of Government Information Services (OGIS), the Freedom of Information Ombudsman, regarding AID Form 507-1, which requesters may use to request access to information from the U.S. Agency for International Development (USAID) under FOIA and the Privacy Act (PA).

OGIS commends USAID for creating a form for requesters in an effort to streamline the FOIA process.

In the instructions, OGIS suggests breaking up the second sentence by using numbers to make it more reader-friendly (suggested changes in bold): "You may use any written format for a Freedom of Information **Act** (FOIA) or Privacy Act Request as long as it contains: **1)** a description of the information you are requesting; and **2)** sufficient personally identifying data when required.

OGIS also suggests deleting the sentence "Failure to provide the required information may result in no action being taken on the request" with a more reader-friendly "Without this required information, USAID cannot process your request."

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RECORDS ADMINISTRATION

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