

DRAFT FOIA LETTER

VIA EMAIL

*[Date]*

*[Return Address]*

FOIA Officer  
USDA Forest Service, FOIA Liaison  
1400 Independence Avenue, SW  
Mail Stop: 1143  
Washington, DC 20250-1143

[OR TO A REGIONAL FOIA  
OFFICER LISTED BELOW]

Dear FOIA Officer:

Under the Freedom of Information Act, I am requesting access to *[identify the records as clearly and specifically as possible including the time period applicable to the records you seek, i.e., 1 month, 2 years, etc.]*.

*[Specify if you are a commercial requester, are representing an educational institution or a noncommercial scientific institution, are a member of the news media or a public interest group, or other.]* If there are any fees charged for searching or copying the records, please let me know before you fill my request. *[Or, please supply the records without informing me of the cost if the fees do not exceed \$\_\_\_\_\_, which I agree to pay.]* If you deny any part of this request, please cite each specific reason that you think justifies your refusal to release the information.

Please notify me of appeal procedures available under the law. If you have any questions processing this request, you may contact me at the following telephone number *[number]*.

Sincerely,

*[your signature]*

## Regional Office FOIA Coordinators

Region	Coordinator	Phone	Fax
<u>Northern (R1)</u> Federal Building 200 Broadway P.O. Box 7669 Missoula, MT 59807-7669	Kathy Oelke <a href="mailto:koelke@fs.fed.us">koelke@fs.fed.us</a>	406-329-3256	406-329-3359
<u>Rocky Mountain (R2)</u> 740 Simms Street Golden CO 80401 P.O. Box 25127 Lakewood, CO 80225	Marianne Frazier <a href="mailto:mfrazier@fs.fed.us">mfrazier@fs.fed.us</a>	303-275-5292	303-275-5299
<u>Southwestern (R3)</u> 333 Broadway SE Albuquerque, NM 87102- 3498	Joe Sedillo <a href="mailto:jsedillo@fs.fed.us">jsedillo@fs.fed.us</a>	505-842-3383	505-842-3111

<u>Intermountain (R4)</u> Federal Building 324 25th Street Ogden, UT 84401-2310	Rochelle Jelaco <u><a href="mailto:rjelaco@fs.fed.us">rjelaco@fs.fed.us</a></u>	801-625-5354	801-625-5240
<u>Pacific Southwest (R5)</u> 1323 Club Drive Vallejo, CA 94592	Ruby Boyd <u><a href="mailto:rubyboyd@fs.fed.us">rubyboyd@fs.fed.us</a></u>	707-562-8768	707-562-9041
<u>Pacific Northwest (R6)</u> 333 SW 1st Avenue P.O. Box 3623 Portland, OR 97208	Richard Thomas <u><a href="mailto:rcthomas01@fs.fed.us">rcthomas01@fs.fed.us</a></u>	503-808-2268	503-808-2255
<u>Southern (R8)</u> 1720 Peachtree Road, NW Atlanta, GA 30367	Andrea Csergei <u><a href="mailto:acsergei@fs.fed.us">acsergei@fs.fed.us</a></u>	404-347-7310	404-347-5401
<u>Eastern (R9)</u> 626 East Wisconsin Avenue	Paul Witte <u><a href="mailto:pwitte@fs.fed.us">pwitte@fs.fed.us</a></u>	414-297-3403	414-944-3963

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