



# OPEN DC

## Request for FOIA Advisory Opinion Form

Office of Open Government \* 441 4th Street, NW, Suite 540 South \* Washington, DC 20002 \* (202) 481-3411 \* [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov)

The Office of Open Government (OOG) is an independent office under the Board of Ethics and Government Accountability (BEGA). The OOG is charged with advancing open governance in the District of Columbia. The Freedom of Information Act (FOIA) provides any person with the right to inspect or copy any public record, subject to FOIA's statutory exemptions. Statutory authority empowers the OOG to issue advisory opinions on the implementation of FOIA ("FOIA Advisory Opinion"). Any person or Public Body may request an FOIA Advisory Opinion from the OOG.

The FOIA Advisory Opinion Request Form may be submitted in person, online at [OPENDC.GOV](http://OPENDC.GOV), or via U.S Postal Service at the BEGA Main Office/Office of Open Government, 441 4th Street, Suite 830 South, Washington, D.C. 20001. Requests submitted by mail should be marked on the outside of the envelope "FOIA Advisory Opinion Request." Requests may also be submitted by electronic mail at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov). The OOG encourages, but does not require, requestors to submit requests via the [OPEN-DC.GOV](http://OPEN-DC.GOV) website so that it receives complete information.

Upon receipt of the request, the OOG Director will confirm receipt of a request within five (5) business days. A request for an Advisory Opinion should include, at a minimum, the following: (1) Name of the public body that is the subject of the requested Advisory Opinion; (2) Details of the FOIA violation complained of or the compliance issue for which advice is sought; (3) Relevant dates; and (4) To the extent possible, the specific provision(s) of FOIA alleged to have been violated or at issue. The suggested minimum information is marked with the symbol \* on the form.

### **Requester contact information:**

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_ Ext. \_\_\_\_\_

\*Email: \_\_\_\_\_

### **Public Body that is the Subject of the Request:**

\*Name of public body: \_\_\_\_\_

\*Public Body's FOIA Officer Name: \_\_\_\_\_

Name(s) of Other Person(s) Involved: \_\_\_\_\_

\*Relevant Date(s): \_\_\_\_\_

\* Description of the alleged FOIA violation committed by the Public Body or the FOIA compliance issue for which the Public Body is seeking advice (attach additional pages if necessary):

*Note: If record(s) could substantiate the violation or assist with explaining the request, the request should identify the supporting record(s) and include the location of the record(s). Audio and video records should be accompanied by relevant timestamp information. (field has a maximum of 3000 characters.)*

What action do you believe the law requires the Public Body to take in response to your request for a FOIA Advisory Opinion (attach additional pages, if necessary)?:

*Note: Please provide the relevant statute, regulation, or other legal support for the action above, if available.*

### **Disclosure of Your Request**

Under most circumstances, your request, and any documents submitted with your request, will be considered a public record and available to any member of the public upon request. In response to such a request, the OOG generally will not disclose your contact information. The OOG may share the details of your request with the Public Body's FOIA Officer to gather additional information required to issue the FOIA Advisory Opinion.

### **Withdrawal of a Request**

Any time prior to any of the above actions being taken by the OOG Director, the requestor may withdraw his/her request from further review. Any such request must be made in writing with "FOIA Advisory Opinion" on the envelope or in the subject line of electronic correspondence. The request should be sent to [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov). or BEGA Main Office/Office of Open Government, 441 4th Street, Suite 830 South, Washington, D.C. 20001.