



The Secretary of Energy
Washington, DC 20585

August 27, 2013

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: ERNEST J. MONIZ

SUBJECT: Freedom of Information Act

A handwritten signature in black ink, appearing to read "Ernest J. Moniz".

On his first day in office, President Obama issued a memorandum describing the Freedom of Information Act (FOIA) as “the most prominent expression of a profound national commitment to ensuring an open Government.” The President urged agencies to respond to FOIA requests promptly and in a spirit of cooperation, recognizing that we are servants of the public. This includes disclosing requested information when possible, implementing effective systems for responding to requests, and proactively providing documents on the internet.

I support fully the President’s commitment to open government and transparency. I understand that over the past four years, the Department has worked diligently to support these ideals by disclosing more documents to the public and proactively releasing information on the internet. We also improved our FOIA infrastructure by establishing enhanced systems for receiving FOIA requests and monitoring responses. To demonstrate our continuing commitment to the President’s policy, we must now improve our response time to FOIA requests and promptly close longstanding requests.

I expect the Department’s senior leaders to continue to support the President’s guidance regarding transparency and make certain that FOIA requests assigned to their organization are responded to in an expeditious manner. Senior leaders should make certain that their organizations devote the resources necessary to implement this direction.

If you have any questions regarding FOIA or need assistance, please contact Ingrid Kolb, the Department’s Chief FOIA Officer, at (202) 586-2550.