



**U.S. Department of Justice**  
Drug Enforcement Administration  
FOIA and Privacy Act Unit  
8701 Morrissette Drive  
Springfield, VA 22152

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October 10, 2024

Case Number: 24-01149-F

Subject: Any correspondence in the office of the Administrator Anne Milgram related to the FOIA logs, FOIA back logs, any communication in related to any requests; Any information in relation to changes to the DEA FOIA Staff during the course of her tenure as administrator.

William Fernandes

*Sent via e-mail:* 173175-48147696@requests.muckrock.com

Dear William Fernandes:

This letter responds to your Freedom of Information Act/Privacy Act (FOIA/PA) request dated September 12, 2024, addressed to the Drug Enforcement Administration (DEA), FOIA/PA Unit, seeking access to information regarding the above subject.

As written, your request as written does not meet the requirements of the Freedom of Information Act (FOIA), 5 U.S.C. § 552 (a)(3)(A), because it does not reasonably describe the records you seek. Please refer to 28 C.F.R. § 16.3(b) which contains the following requirements for making requests:

**Description of records sought.** Requesters must describe the records sought in sufficient detail to enable Department personnel to locate them with a reasonable amount of effort. To the extent possible, requesters should include specific information that may assist a component in identifying the requested records, such as the date, title or name, author, recipient, subject matter of the record, case number, file designation, or reference number.

Because your request does not reasonably describe the records you seek, DEA is unable to process your request without the above additional information. Additional information may be sent to [DEA.FOIA@dea.gov](mailto:DEA.FOIA@dea.gov) referencing request number **24-01149-F**. Please note that if we do not receive such additional information by within 30 business days, your request will be administratively closed.

You may contact our FOIA Public Liaison at (571) 776-2300 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration,

Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at (202) 741-5770; toll free at 1-877-684-6448; or facsimile at (202) 741-5769.

If you are not satisfied with DEA's determination in response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, 441 G Street, NW, 6th Floor, Washington, D.C. 20530, or you may submit an appeal through OIP's FOIA STAR portal by creating an account following the instructions on OIP's website: <https://www.justice.gov/oip/submit-and-track-request-or-appeal>. Your appeal must be postmarked or electronically transmitted within 90 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." If possible, please provide a copy of your original request and this response letter with your appeal.

If you have any questions regarding this letter, you may contact our Requester Service Center at (571) 776-2300.

Sincerely,

**AMBER**  
**PORTER**

Digitally signed  
by AMBER  
PORTER

Amber Porter, Section Chief  
FOIA & Information Law Section  
Office of Chief Counsel  
Drug Enforcement Administration