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Description of document: United States Agency for Global Media (USAGM)
Administrative Manual, Title Page and Table of Contents
only (records undated)

Requested date: 30-June-2024

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Source of document: Freedom of Information Act Request
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July 2, 2024

Re: FOIA File No.: **FOIA24-091**

By this letter, we grant the Freedom of Information Act (FOIA request you submitted to the U.S. Agency for Global Media (USAGM) seeking the title page and table of contents of the agency's Broadcasting Administrative Manual (BAM). We release these records in full and without redaction.

I. Your FOIA Request

You submitted your request via FOIA.gov on June 30, 2024. Specifically, you requested “a copy of the current version of the Broadcasting Administrative Manual.”

The agency acknowledged receipt of your request via email on July 1, 2024. On July 2, 2024, I contact you by email to inquire about narrowing the scope of your request. I explained that the BAM is comprised of 165 policies spanning thousands of pages. Reviewing those policies for release would require coordination with many offices within the agency and likely take months. You agreed to limit your request to “the title page and table of contents (or List of Contents) only for the BAM.” We thank you for your quick response and cooperation in narrowing the scope of your request.

II. Search for and Release of Responsive Agency Records

Congress enacted the Freedom of Information Act to “ensure an informed citizenry, vital to the functioning of a democratic society, needed to check against corruption and to hold the governors accountable to the governed.” *Nat'l Labor Relations Bd. v. Robbins Tire & Rubber Co.*, 437 U.S. 214, 242 (1978). The law provides the public with the right to receive records and information



from the government in order to further democratic principles and allow for independent evaluation of government action.

In furtherance of those interests, we conducted a search that we reasonably calculated to identify the records you sought. This office contacted the agency's Office of Management Services (OMS), which is responsible for the maintaining the BAM. OMS reported that the BAM does not contain a traditional table of contents, but was able to provide the attached list of policies found within the BAM. OMS similarly reported that there is not a traditional cover page, but included the attached landing page from the agency's internal electronic system maintaining the BAM. We release the cover page and list of contents to you in full, and without any fee. Again, we appreciate your willingness to meaningfully narrow the scope of your request in a way that allowed the agency to provide you the information you sought without significant administrative burden.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. 552(c). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

III. Administrative Remedies

This completes the processing of your request. You may administratively appeal any adverse determinations made by the agency to the Access Appeals Committee. You must submit your appeal by email to foia@usagm.gov within 90 days of the date of this letter. You should include any information you believe indicates an error in this determination. You may also wish to contact USAGM's FOIA Liaison, Stephen McGinley, for additional assistance at smcginley@usagm.gov or 202-920-2366.

The Office of Government Information Services (OGIS) also mediates disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. If you are requesting access to your own records, OGIS does not have the authority to handle requests made under the Privacy Act of 1974. If you wish to contact OGIS, you may email them at ogis@nara.gov or call 1-877-684-6448.

Sincerely,



Matthew Pollack, Assistant General Counsel
Office of General Counsel
U.S. Agency for Global Media

USAGM Broadcasting Administrative Manual (BAM)

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