

Central Intelligence Agency



Washington, D.C. 20505

29 August 2014

Mr. John Cotter
American Bridge 21st Century
455 Massachusetts Avenue, NW
Suite 280
Washington, DC 20001

Reference: F-2014-02345

Dear Mr. Cotter:

This is a final response to your 20 August 2014 Freedom of Information Act (FOIA) request, received in the office of the Information and Privacy Coordinator on 21 August 2014, for *copies of incoming-and-outgoing correspondence between the Director, the Executive Director, the Deputy Director, the Director of Congressional Affairs and the 17 public officials named therein.*

We cannot accept your FOIA request in its current form because it would require the Agency to perform an unreasonably burdensome search. The FOIA requires requesters to “reasonably describe” the information they seek so that professional employees familiar with the subject matter can locate responsive information with a reasonable amount of effort. Commonly this equates to a requirement that the documents must be locatable through the indexing of our various systems. Extremely broad or vague requests or requests requiring research do not satisfy this requirement.

Therefore, in your future requests we recommend that you reasonably describe the information you seek in a manner which will allow us to locate responsive records with a reasonable amount of effort. You may consider narrowing and detailing the subject of your request by using one or more of the following approaches: requesting records on specific individuals, requesting records originated within a particular time-frame, requesting particular type of reports, such as finished intelligence, or requesting records pertaining to a specific event, circumstance, or location. You may consider requesting specific reports by title, if possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Michele Meeks".

Michele Meeks
Information and Privacy Coordinator