

### ***1. How do I request records from the FWS under the FOIA?***

The FWS is highly decentralized and does not maintain a central database of records in its possession. The Division of Information Resources and Technology Management (IRTM) oversees the FWS FOIA program. The FWS FOIA Officer calls the IRTM home.

Since so much of the FWS's work is conducted in the field, most Service records are maintained by its regional offices. You may submit a FOIA request directly to the FWS FOIA Officer or one or more of the FWS's regions. However, where you send your FOIA request will affect its processing (see DOI's FOIA regulations at [43 C.F.R. 2.4](#)):

- A request addressed to a particular FWS region or office will be presumed to seek only records from that particular region or office.
- If you are seeking records from across the entire FWS, please submit your request via the [DOI Electronic FOIA Request Form](#). Specify that you are seeking "all FWS records regarding [subject]." The FWS FOIA Officer will forward your request to the region(s) and/or office(s) that he or she believes has or are likely to have responsive records.
- If you send a request to the FWS FOIA Officer or any FWS region or office stating that you are seeking records located at another FWS region or office, the appropriate FOIA contact will forward the request to the other region or office.
- If you send a request to a particular FWS region stating that you are seeking records from other unspecified regions or offices within the FWS, the appropriate FOIA contact will send the request to the FWS FOIA Officer. He or she will forward it to the regions or offices that he or she believes have or are likely to have responsive records.