

45 C.F.R. § 2507.6

Requirements for FOIA requests.

(a) *General information.* AmeriCorps has a centralized system for responding to FOIA requests. AmeriCorps headquarters is the central processing point for all requests for Agency records, regardless of where they are stored. State service commissions are not part of AmeriCorps and are not Federal agencies, and thus are not subject to the FOIA.

(b) *Directions for making requests.* All FOIA requests must be submitted in writing to the FOIA Officer at AmeriCorps headquarters in one of the following ways:

- (1) *By email:* foia@cns.gov. Including a phone number with a request will help with processing.
- (2) *By online submission:* via the National FOIA Portal at www.FOIA.gov.
- (3) *By mail:* AmeriCorps, Attn.: FOIA Officer, Office of General Counsel, 250 E Street SW, Washington, DC 20525.

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