

45 C.F.R. § 502.10

Availability of records.

(a) Each person desiring access to a record covered by this part must comply with the following provisions:

- (1) A written request must be made for the record.
- (2) Such request must indicate that it is being made under the Freedom of Information Act.
- (3) The envelope in which the request is sent must be prominently marked with the letters “FOIA.”
- (4) The request must be addressed to the appropriate official or employee of the Commission as set forth in paragraph (c) of this section.

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