

# Kentucky Army National Guard FOIA Request Form

Created Wednesday, September 30, 2020

- First Name\*

- Middle Initial

- Last Name\*

- Company Name

- E-mail Address\*

- Phone Number\*

- Address\*

- Address (Line 2)

- City\*

- State\*

- ZIP Code\*

- Request\*

- Willing to Pay Fees\*

Up to \$25

Up to \$50

Up to \$100

Other Amount

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## National Guard Inspector General Records

If you are making a request for Air or Army National Guard Inspector General records, please make your request directly to the respective service, as the National Guard Bureau FOIA Office does not process Air National Guard or Army National Guard IG records. The FOIA websites for those IG offices are as follows:

- <https://www.foia.af.mil/>
- <https://www.daig.pentagon.mil/foia.aspx>

## Where to Make a Privacy Act Access Request for National Guard Bureau (NGB) Records

If you are seeking records on yourself under the Privacy Act, you should contact the Privacy Act System of Records Notice Manager directly to obtain your records. Your request should include a signed letter indicating the specific records you are seeking, and comply with any other requirements outlined in the System Notice. The National Guard Bureau does not have any unique System Notices at this time as all records maintained are covered by existing notices issued within DoD components. A listing of all DoD notices can be found here: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/>.

## Essential Elements of a FOIA Request

- Cite that you are requesting records under the FOIA
- Provide your full name and contact information, to include e-mail address to expedite communications
- Provide a reasonable description of the record(s) requested as well as the office(s) you believe are most likely to have the records sought. A listing of the offices serviced by this requestor service center can be found [here](#).
- Provide a statement of your fee category and indicate your willingness to pay applicable fees for processing. You may include a dollar amount you are willing to pay up to, or you may leave the amount you are willing to pay open-ended.

Please note that the filing of an FOIA or Privacy request is a personal matter. By Air Force and Army FOIA Regulations, government time and equipment to include government e-mail, may not be used to make or inquire about FOIA requests.

## Fee Categories

### Educational, Noncommercial, Scientific, and Media:

Any accredited U.S. educational or research institution or instructor of an institution, or representative of the news media using the information in a scholarly or analytical work contributing to public knowledge and disseminated to the public.

### Commercial:

Increases the commercial interest of the requestor.

### All Others:

All other requestors