



U.S. Department of Justice

Executive Office for Immigration Review

Office of the General Counsel

5107 Leesburg Pike, Suite 2600
Falls Church, Virginia 22041

January 29, 2021

MEMORANDUM TO: Melody Braswell
Department Clearance Officer
Department of Justice

FROM: Christina Baptista
Associate General Counsel
Executive Office for Immigration Review

SUBJECT: Request for Approval of a New Collection for FOIAXpress/ FOIA
Public Access Link

Attached is the information collection request (ICR) for the FOIAXpress/ FOIA Public Access Link (OMB#1125-~~XXX~~), as required for certification and submission to the Office of Management and Budget. The purpose for providing the requested information is that it provides the EOIR FOIA Program with a single, unified application for managing the entire lifecycle of FOIA requests and appeals from the initial request submitted by a requestor to delivery of documents. The Public Access Link (PAL) is a secure web portal that provides a platform for the public to immediately file a FOIA request with EOIR. PAL is integrated directly with FOIAXpress and offers a centralized location for receiving online FOIA requests, delivering responsive records, communicating with requesters, collecting fees, and providing access to released documents in a public reading room in accordance with agency proactive disclosure guidelines. As such, please transmit to OMB upon receipt.

The following documents are contained in this ICR package:

1. OMB forms 83-I Paperwork Reduction Act Submission;
2. Supporting Statement for Paperwork Reduction Act Submission with burden statement;
3. Certification Statement;
4. Form used to collect the information;
5. Law or authority mandating the information collection;
6. 60-day ICR notice that will be published in the Federal Register; and
7. 30-day ICR notice that will be published in the Federal Register.

If you have any questions concerning this ICR, please contact Christina Baptista at (703) 305-0992 or at Christina.Baptista@usdoj.gov. Thank you very much for all of your assistance.