



U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416

June 22, 2016
Ms. Nikki Gramian
Acting Director
Office of Government Information Services (OGIS)
National Archives and Records Administration
8601 Adelphi Road
College Park, Maryland 20740-6001

Dear Director Gramian:

This letter responds to the Office of Government Information Services' (OGIS) September 15, 2015, memoranda requesting the United States Small Business Administration (SBA) to consider adding an OGIS routine use to our Freedom of Information Act (FOIA)/Privacy Act (PA) System of Records Notice (SORN).

The SBA is in agreement with OGIS' request. I wish to assure you that SBA takes seriously its responsibilities under both the Privacy and Freedom of Information Acts. The SBA provides its full cooperation to you, and we intend to modify our SORN to facilitate OGIS in fulfilling its responsibilities under 5 U.S.C. § 552(h). We anticipate our SORN to be revised during Fiscal Year 2017.

On behalf of the entire Small Business Administration, we thank you for the opportunity to collaborate with OGIS to improve FOIA/PA request processing efficiency. If there are any questions or concerns, please contact Mrs. Laura Magere, Chief, Freedom of Information and Privacy Acts Office (FOI/PA). She may be reached at laura.magere@sba.gov or 202-401-8203.

Sincerely,

Ms. Delorice P. Ford
Chief FOIA/Privacy Officer
Office of Hearings and Appeals