



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240



Assistant Secretary's Order No. 2

Subject: Reassignment of Correspondence Control Functions and Certain Freedom of Information Act Activities

Sec. 1 Purpose. This order reassigns the correspondence control functions and certain Freedom of Information Act (FOIA) activities in the Office of the Assistant Secretary – Indian Affairs.

Sec. 2 Correspondence Control. The correspondence control functions, which are currently assigned to the Deputy Assistant Secretary – Information Resources Management (110 DM 8.5), are reassigned to the Deputy Assistant Secretary – Management (110 DM 8.4). These functions will be supervised by the Office Manager in the Office of the Assistant Secretary and include, but are not limited to, tracking time-sensitive correspondence, assuring cross-organizational coordination, and working with the correspondence control staff in the Office of the Secretary.

Sec. 3 Freedom of Information Act. The above correspondence control functions will also include the operational activities associated with compliance with the FOIA, including the receipt, distribution, and tracking of FOIA requests addressed or referred to Indian Affairs officials in the Central Office. Agency-wide policy oversight and program guidance for compliance with the FOIA remain a responsibility of the Deputy Assistant Secretary – Information Resources Management, Office of Information Policy (110 DM 8.5A)

Sec. 4 Delegation. The Deputy Assistant Secretary – Management is delegated the authority necessary to carry out the responsibilities of these functions.

Sec. 5 Implementation. The Deputy Assistant Secretary – Management is responsible for implementing this Order, including the appropriate transfer of personnel, funds, programs, records, and property.

Sec. 6 Expiration Date. This Order is effective immediately. It will remain in effect until its provisions are incorporated into the Departmental Manual, or until it is amended, superseded, or revoked, whichever occurs first. In the absence of any of the foregoing actions, the provisions of this Order will terminate and be considered obsolete on December 31, 2005.

Date: February 11, 2005

/sgd/
David W. Anderson
Assistant Secretary – Indian Affairs