

March 18, 2004

National Records Center  
P.O. BOX 648010  
Lee's Summit, MO 64064-8010



U.S. Citizenship  
and Immigration  
Services

U.S. Department of Homeland Security

MEMORANDUM FOR

Attorneys and Representatives  
Participating in CD Pilot Project

FROM

Gary Baude

FOIA Officer *Gary L. Baude*

SUBJECT: USCIS's CD Pilot Project for FOIA/PA Requests

The National Records Center is participating in a pilot project for providing responses to Freedom of Information Act and Privacy Act requests on CD. This memorandum serves to provide you additional information about this project.

If you decide to participate in this project, your FOIA/PA requested records will be printed to a Compact Disc (CD) and mailed to you. We offer this as an alternative to receiving paper copies. The CD is readable on all computers except Apple brand computers through the use of Adobe Acrobat software. A version of Adobe Acrobat will be included on the CD. The images are readable on your personal computer, and can be printed to paper.

During the pilot program of this initiative, there are no fees associated with receiving the requested records on a CD. If you choose to be part of the pilot program, all of your pending requests will be printed to a CD. On any new requests submitted, please write "CD Pilot Project" at the top right-hand side of your request. With the use of this technology, we anticipate that we will be able to provide a more effective and efficient service to you.

At this time, we are providing you a copy of one of your recent FOIA requests on CD. If you experience trouble reading the CD, please contact our office. If you have questions about this project or would like to participate in this project, please contact Sandra Williams at (816) 350-5570.



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