

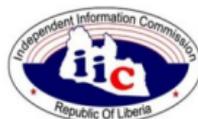
What is FOI?

Freedom of information (FOI) is a human right. Under the Liberia FOI Act everyone has the right to ask for and receive information from government or private agencies that provide public services or receive public funds.

How can I get information?

1. **Decide** the information you want.
2. Identify which **agency** holds the information.
3. Ask if the information is already available (**proactively published**) without needing to make a request.
4. **Mail, email, phone, or deliver** your request in person. You do not need to give a reason for making the request.
5. **Track** your request by marking your calendar with the day you made the request.
6. The **agency must respond** within 30 days unless they transfer the request or show a reason why they can not respond timely.

***Asking for and viewing information is free.
You can only be charged for the actual cost of
copying the information you want.***



What happens to my request?

After you ask for information, the agency should:

- ◆ Confirm receipt of request in writing
- ◆ Check if it holds the information; if not, transfer request to correct agency
- ◆ Provide you with either:
 - the requested information,
 - written denial explaining why not given, or
 - notice of transfer

Your request can be denied if the information is exempt under the law and the harm of releasing it is greater than the public interest.

What if I do not get what I want?

You have the right to an internal review if you receive:

- ◆ no answer within the time period
- ◆ a denial of information
- ◆ only part of the information
- ◆ a transfer notice with which you disagree
- ◆ a fee/charge you think is too high
- ◆ or other negative decision

During an internal review, a senior official or internal review body will look at your appeal and give you a decision in writing within thirty (30) working days.

Still not satisfied?

You can appeal the internal review decision to the Independent Information Commissioner (IIC), who will hear your case and provide a final decision.

You do not need a lawyer to contact the IIC.

If you do not agree with the IIC's decision, you can appeal to a circuit court.

Contact the IIC:

10th Street and Jallah Town Road, Sinkor • Monrovia, Liberia
Phone: 0888-721-920 (office hours) ; 0776-204-953 (after office)
Email: independent.info_commission@yahoo.com
Website: <http://iic.gov.lr>

Contact The Carter Center:

Alphonsus Zeon, Project Coordinator
Phone: 231-886-522-916
Email: alphonsus.zeon@cartercenterliberia.org