



Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30333

February 20, 2020

Allison Lucas
Siri & Glimstad
200 Park Ave
17th Floor
New York, NY 10166
Via email: foia@sirillp.com

Dear Ms. Lucas:

This letter is our final response to your Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR) Freedom of Information Act (FOIA) request of February 14, 2020, assigned #20-00632-FOIA, for:

A copy of CDC's current document, communication, and email retention policies.

CDC's retention policy is not based on format (e.g. email, hard copy etc.). However, CDC's retention schedules are found at the following two public links:

<https://www.archives.gov/records-mgmt/rcs/schedules/index.html?dir=/departments/department-of-health-and-human-services/rg-0442>

<https://www.archives.gov/records-mgmt/rcs/schedules/index.html?dir=/departments/department-of-health-and-human-services/rg-0090>

If you need any further assistance or would like to discuss any aspect of the records provided please contact either our FOIA Requester Service Center at 770-488-6399 or our FOIA Public Liaison at 770-488-6277.

Sincerely,

Roger Andoh
CDC/ATSDR FOIA Officer
Office of the Chief Operating Officer
(770) 488-6399
Fax: (404) 235-1852

20-00632-FOIA