



February 6, 2018

Freedom of Information Officer  
Department of Health and Human Services (HHS)  
Hubert H. Humphrey Building, Room 729H  
200 Independence Avenue, SW  
Washington, D.C., 20201

Re: Freedom of Information Act Request

Dear FOIA Officer(s):

Pursuant to the Freedom of Information Act (FOIA), Equity Forward requests access to and copies of all of the following records concerning the following HHS officials at any point between and including January 29, 2018 and February 5, 2018:

*HHS Officials:*

Alex Azar, Secretary  
Peter Urbanowicz, Chief of Staff  
Brian Harrison, Deputy Chief of Staff

*Requested Records:*

1. Any travel records concerning trips taken by these HHS Official;
  - a. This should include, but not be limited to: all records documenting itineraries, schedules, receipts, written approvals, accommodations, expenses, reimbursed costs and any other documents outlining any travel undertaken by the individuals during the stated time frame.
2. Any calendars noting times and dates of scheduled meetings involving these HHS officials, including lists of attendees for those meeting, at any point within the above time frame;
3. All digital correspondence and phone records involving any of these HHS officials at any point within the time frame.
  - a. "Digital correspondence" should include but not be limited to copies of all emails sent by, sent to, or carbon copying ("CC") any of these HHS officials and any correspondence sent by, or to any of these HHS officials via messaging platform(s), including but not limited to Google Hangouts (Gchat), Slack, Lync or Signal.

4. Any visitor log, sign in sheet or other document used to denote who visits employees of, enters or exits the U.S. Department of Health and Human Services. We request documents showing this information within the above time frame.

### Fee Waiver Request

Equity Forward requests a waiver of fees because disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of government operations and is not primarily in the commercial interest of the requester. The disclosure of the information sought under this request will document and reveal the operations of the government, including how public funds are spent and how officials conduct the public's business. On January 29, 2018, Department of Health and Human Services Secretary, Alex Azar was sworn in to office.<sup>1</sup> The initial activities of the Secretary of Health, which may determine the agency's intentions, demonstrate a clear public interest.

This request is for non-commercial purposes. As a project of a 501(c)(3) organization, Equity Forward does not have a commercial purpose, and the release of the information requested is not in Equity Forward's financial interest. Equity Forward will use the information gathered through this request to educate the public through reports, press releases, or other media. Accordingly, Equity Forward qualifies for a fee waiver.

### Conclusion

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the law. Additionally, if any documents are withheld based on the Department's interpretation of any exemption, I request that you provide an index of all denied documents. If possible, I would prefer to receive this information electronically via e-mail at [macarter@equityfwd.org](mailto:macarter@equityfwd.org). If you have questions or need additional information, please feel free to call me at (678) 827-1731.

Thank you for your assistance.

Sincerely,



Mary Alice Carter  
Executive Director, Equity Forward

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<sup>1</sup> Alex Azar Sworn in as secretary of Health and Human Services, ABC News, [1/29/18](#)