



March 16, 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 calendars or calendar entries, schedules and/or travel itineraries for the months of December 2017, January 2018 and February 2018 for the following HHS officials:

- Alex Azar, Secretary
- Brian Harrison, Deputy Chief of Staff
- Heidi Stirrup, Deputy Director, Office of White House Liaison
- March Bell, Chief of Staff for the Office for Civil Rights
- Margaret "Maggie" Wynne, Counselor
- Matthew "Matt" Bowman, Deputy General Counsel
- Peter Urbanowicz, Chief of Staff
- Paula Stannard, Counsel
- Roger Severino, Director of the Office for Civil Rights

For calendar entries created in Outlook or similar programs, the documents should be produced in "memo" form to include all invitees, notes, and attachments. Please do not limit your search to Outlook calendars; we request the production of any calendar-paper or electronic, whether on government-issued or personal devices-used to track or coordinate how these individuals allocate their time on agency business.

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 into office.¹ The activities of the Secretary of Health and his employees, 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. If you have questions or need additional information, please feel free to call me at (678) 827-1731.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Alice Carter". The signature is fluid and cursive, with the first name "Mary" and last name "Carter" clearly distinguishable.

Mary Alice Carter
Executive Director, Equity Forward

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