



## 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](mailto:alphonsus.zeon@cartercenterliberia.org)