



FEDERAL MEDIATION AND CONCILIATION SERVICE  
OFFICE OF THE DIRECTOR

May 5, 2026

From: Anna M. Davis, General Counsel Performing the Duties of Director

To: Kimberly Cosby

SUBJ: Designation – Freedom of Information Act (FOIA) Public Liaison

I. DELEGATION OF AUTHORITY:

Under the authority vested in me by 29 U.S.C. § 172, the FOIA Improvement Act, and pursuant to Executive Order 13392, “Improving Agency Disclosure of Information,” I hereby designate you the FMCS FOIA Public Liaison and delegate to you, your successor in function, and anyone serving for you in an acting capacity or delegated the authority to perform the functions and duties of your position, the authority to perform the following responsibilities:

- 1) Report to the agency Chief FOIA Officer and serve as a supervisory official over FOIA requests;
- 2) Assist in reducing delays, increasing transparency, understanding the status of requests, and resolving FOIA-related disputes;
- 3) When “unusual circumstances” exist and the agency provides the requester with an opportunity to limit the scope of their request or to arrange an alternative timeline for processing:
  - a. Remain available to assist in the process;
  - b. Explain how requests are managed and tracked; and
  - c. Offer suggestions for limiting or altering the scope of a request.
- 4) When processing is completed and the agency issues a response:
  - a. Remain available to requesters for assistance;
  - b. Explain the agency’s decision to any requester with questions; and
  - c. Explain the FOIA exemptions and why some information is protected from release.
- 5) Remain available to assist requesters at various designated points throughout the FOIA request process and allow them to raise concerns about the service they have received; and
- 6) Supervise the FOIA Requester Service Center and ensure a “service-oriented response to FOIA requests and FOIA-related inquiries.”

Unless otherwise noted in future delegations of authority, amendments to the authority cited herein are included within the scope of this delegation.

II. RESERVATIONS: None.

III. REDELEGATION: Redlegation **is not** authorized.

IV. EFFECTIVE DATE: The delegation is effective immediately and it supersedes all previous delegations of this authority.

Anna M. Davis