

## PUBLIC SERVICE COMMISSION OF THE DISTRICT OF COLUMBIA

NOTICE OF FINAL RULEMAKING**RM7-2025-01, IN THE MATTER OF 15 DCMR CHAPTER 7 – FREEDOM OF INFORMATION ACT REQUESTS,**

1. The Public Service Commission of the District of Columbia (Commission), pursuant to its authority under D.C. Official Code Sections 2-505 and 34-802,<sup>1</sup> hereby gives notice of its final rulemaking action adopting amendments to Chapter 7 (Freedom of Information Act Requests) of Title 15 (Public Utilities and Cable Television) of the District of Columbia Municipal Regulations (DCMR).

2. This Notice of Final Rulemaking (NOFR) makes revisions to Sections 701, 702, and 707 of the Commission’s Freedom of Information Act (FOIA) rules. The sections below have been updated to better align the Commission’s FOIA rules with the District of Columbia’s FOIA statute and current practices.<sup>2</sup>

3. On October 10, 2025, the Commission published a Notice of Proposed Rulemaking (NOPR) in the *District of Columbia Register* proposing the adoption of amended Chapter 7.<sup>3</sup> No comments were filed in response to the NOPR, and no substantive changes have been made to the rules as proposed. Accordingly, the Commission adopted the rules as final at the February 18, 2026, open meeting, and will become effective upon their publication in the *District of Columbia Register*.

The modifications to Sections 701, 702, and 707 are shown by underline and the deletions by ~~strikethrough~~.

**Chapter 7, FREEDOM OF INFORMATION ACT REQUESTS, of Title 15 DCMR, PUBLIC UTILITIES AND CABLE TELEVISION, is amended as follows:****Section 701, REQUEST FOR RECORDS, is amended as follows:**

701.1 A request for copies of Commission records or access to Commission records pursuant to the FOIA Act may be made orally or in writing, with the following stipulations:

- (a) The Commission may require an oral request to be reduced to writing and submitted to the Commission–~~Secretary’s Office~~ FOIA Officer for processing-expeditious review.

---

<sup>1</sup> D.C. Code §§ 2-505 and 34-802.

<sup>2</sup> D.C. Code §§ 2-531 *et seq.*

<sup>3</sup> 72 *DC Reg.* 011124 – 011126 (October 10, 2025).

- (b) Written requests that are submitted via mail shall prominently indicate "FOIA Request" on the envelope.
- (c) Written requests submitted via electronic mail shall indicate "FOIA Request" in the subject line.
- (d) All requests should include a daytime telephone number, email address, or mailing address, so that the FOIA Officer may contact the requestor for further information if necessary.
- (e) All written FOIA requests shall be sent to the FOIA Officer for processing.

~~701.2 All written FOIA requests shall be sent to the Commission Secretary's Office for docketing and processing. After the FOIA request has been docketed, the FOIA Officer will be notified.~~

701.23 A request shall reasonably describe the desired record. Where possible, specific information regarding dates, files, titles, file designation, or other identifying information, shall be supplied.

701.34 Where the information supplied by the requesting party is not sufficient to permit the identification and location of the record with reasonable efforts, the person requesting the record shall be contacted and asked to supplement the request with further information. Every reasonable effort shall be made by the Commission's employees to assist in the identification and location of requested records.

**Section 702, TIME LIMITATIONS, is amended as follows:**

...

702.2 For purposes of this section, a request is deemed "received" when ~~the FOIA Officer receives the~~ record of the request is docketed by the Commission Secretary's Office submitted in compliance with § 701. If the requester must be contacted for additional information, as set forth in § 701.3, the request is deemed received when the FOIA Officer receives the additional information.

...

**Section 707, MAINTENANCE OF RECORDS, is amended as follows:**

707.1 The ~~Secretary of the~~ Commission shall maintain ~~a FOIA Docket of requests~~ all letters of denial of requests for public inspection.

707.2 Where the release of the identity of the person requesting the record, or other identifying details related to the request would constitute a clearly unwarranted invasion of personal privacy, the ~~Secretary~~ FOIA Officer shall delete identifying

details from the copies of the documents maintained according to Section 707.1  
**public files.**

...

**A TRUE COPY:**

**BY DIRECTION OF THE COMMISSION:**

*Brinda Westbrook-Sedgwick*

**CHIEF CLERK:**

**BRINDA WESTBROOK-SEDGWICK  
COMMISSION SECRETARY**