

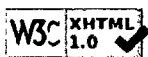
**U.S. NRC
MANAGEMENT DIRECTIVES SYSTEM**

Office of Administration

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June 23, 2011**MD SYSTEM ANNOUNCEMENT:**This new Management Directives Web site is under construction. Please visit the current Web site for information about the directives system. **More...****MD 3.1 - Freedom of Information Act**

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Material Not Covered in This Directive**Objectives**Organizational Responsibilities and Delegations of
Authority

Chairman

Commission

Executive Director for Operations (EDO)

Deputy Executive Director for Corporate Management
(DEDCM) and Chief Freedom of Information Act Officer

Director, Office of Information Services (OIS)

General Counsel (GC)

Secretary of the Commission (SECY)

Director, Office of Nuclear Security and Incident
Response (NSIR)

Director, Office of Information Services (OIS)

Office Directors, Regional Administrators, and Chairmen
of Boards, Panels, or CommitteesExecutive Assistant to the Secretary of the Commission
(SECY)Assistant Inspector General for Investigations (AIGI),
Office of the Inspector General (OIG)Freedom of Information Act and Privacy Act Officer
(FOIA/PA Officer), OIS

Senior Management FOIA Official

Applicability

Directive Handbook

References**Handbook 3.1**Date Issued: **6/8/2011****REQUEST FOR AGENCY RECORDS**Freedom of Information Act (FOIA) Request Process
Principles

Records Exempt From Disclosure

**PROCESSING AN INITIAL FREEDOM OF
INFORMATION ACT (FOIA) REQUEST**

Receipt of a FOIA Request

Assigning FOIA Request Actions to an Office for
Processing**|| Change History ||**

Summary of Change History

|| Related Policy Documents ||

Related Policy Documents

|| Related Guidance ||NRC FOIA Web Site: "How to Respond to an
Initial FOIA Request"NUREG-0910, "NRC Comprehensive Records
Disposition Schedule"

Freedom of Information Act Guide

Management Directives Web Site

Publicly Available Management Directives

|| Selected Exhibits ||

- 1 - Lines of Responsibility
- 2 - FOIA Statutory Exemptions
- 3 - Personal Record Consideration Checklist
- 4 - Activities for Which Fees Can Be Assessed

|| Contact ||**Mary Jean Raphael**

Office of Information Services (OIS)

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<p>About Contact</p>	<p>Office Processing Information Security Reminder: This page on NRC's Internal Web site may contain sensitive information. Check with the Responding to this Request information outside the agency. Special Procedures for Processing Records Containing Classified Information = Exit to NRC Public Site = Exit to Non-NRC Web Site</p>	
	<p>Special Procedures for Processing Records Containing Proprietary Information Special Procedures for Processing Records Containing Agency Action Review Meeting (AARM) Information Special Procedures for Processing Records Containing Agency Action Review Meeting (AARM) Information Special Procedures for Processing Allegation Records PROCESSING A FREEDOM OF INFORMATION ACT (FOIA) APPEAL Receipt of a FOIA Appeal Assigning FOIA Appeal Actions to Offices Processing a FOIA Appeal to the Executive Director for Operations Processing a FOIA Appeal to the Secretary of the Commission Processing a FOIA Appeal to the Inspector General (IG) Dispatch FEES FOR SEARCH, REVIEW, AND DUPLICATION OF RECORDS CAPTURED BY AN INITIAL FOIA REQUEST General Charging Fees Under the FOIA Requests for Which Fees Are Not Charged Waiving or Reducing Fees GLOSSARY</p>	