



**RESPONSE TO FREEDOM OF  
INFORMATION ACT (FOIA) REQUEST**

2017-0409

1a (OIG)

RESPONSE  
TYPE

☐

INTERIM

☒

FINAL

REQUESTER:

Michael Ravnitzky

DATE:

MAR 30 2017

**DESCRIPTION OF REQUESTED RECORDS:**

Copy of YA-00-0048: Placement of Documents Related to OIG Audits in ADAMS

**PART I. -- INFORMATION RELEASED**

- ☐ Agency records subject to the request are already available in public ADAMS or on microfiche in the NRC Public Document Room.
- ☒ Agency records subject to the request are enclosed.
- ☐ Records subject to the request that contain information originated by or of interest to another Federal agency have been referred to that agency (see comments section) for a disclosure determination and direct response to you.
- ☒ We are continuing to process your request.
- ☒ See Comments.

**PART I.A -- FEES**

AMOUNT\*

\$

0.00

\*See Comments for details

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You will be billed by NRC for the amount listed.

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None. Minimum fee threshold not met.

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You will receive a refund for the amount listed.

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Fees waived.

**PART I.B -- INFORMATION NOT LOCATED OR WITHHELD FROM DISCLOSURE**

- ☐ We did not locate any agency records responsive to your request. *Note:* Agencies may treat three discrete categories of law enforcement and national security records as not subject to the FOIA ("exclusions"). 5 U.S.C. 552(c). This is a standard notification given to all requesters; it should not be taken to mean that any excluded records do, or do not, exist.
- ☐ We have withheld certain information pursuant to the FOIA exemptions described, and for the reasons stated, in Part II.
- ☐ Because this is an interim response to your request, you may not appeal at this time. We will notify you of your right to appeal any of the responses we have issued in response to your request when we issue our final determination.
- ☐ You may appeal this final determination within 30 calendar days of the date of this response by sending a letter or email to the FOIA Officer, at U.S. Nuclear Regulatory Commission, Washington, D.C. 20555-0001, or FOIA.Resource@nrc.gov. Please be sure to include on your letter or email that it is a "FOIA Appeal."

**PART I.C COMMENTS ( Use attached Comments continuation page if required)**

Please note:

The requested record is being provided in its entirety

SIGNATURE - ASSISTANT INSPECTOR GENERAL FOR INVESTIGATIONS, OIG

Joseph McMillan

**Yellow Announcement: YA-00-0048**

**Date: June 14, 2000**

**TO: All NRC Employees**

**SUBJECT: PLACEMENT OF DOCUMENTS RELATED TO OIG AUDITS IN ADAMS**

Office of the Inspector General (OIG) draft audit reports, associated recommendations, and related agency comments are subject to revision. As a result, these documents have a limited distribution and need to be controlled prior to issuance of the final audit report. Similarly, all written communication related to the initiation or conduct of an OIG audit must be handled in a like manner.

Therefore, all documents related or responsive to an on-going OIG audit are to be handled in the following manner:

- OIG will place draft audit reports into ADAMS as Draft documents and route them to the respective NRC program officials for review and comment per OIG ADAMS Template OIG-001. When audit reports are finalized and authorized for release by the Assistant Inspector General for Audits, OIG will declare them Official Agency Records (OAR) within ADAMS and make them publicly available.
- Official agency comments on draft OIG audit reports will be placed in ADAMS as Draft documents by the originating office per OIG ADAMS Template OIG-002. When the associated audit report is finalized, OIG will declare the documents OARs within ADAMS and make them available to NRC Users. Consistent with past practice, a copy of the Official agency comments regarding the OIG audit report will also be included as an appendix to the final report.
- All other forms of written communication, including e-mails, that are generated in response to a specific request for information or clarification from OIG during the course of an OIG audit shall not be placed in ADAMS. OIG will review the material received and determine its record status. If the correspondence meets the criteria for an OAR as defined in the Federal Records Act, OIG will maintain the record in paper form in the associated audit work papers file.

OIG will maintain and dispose of all records relating to OIG audits consistent with all applicable laws and regulations and established NARA-approved OIG records disposition procedures.

Any documents related to a publicly released OIG audit report may be put into ADAMS by the originating office according to their internal procedures.

/RA/  
Hubert T. Bell  
Inspector General