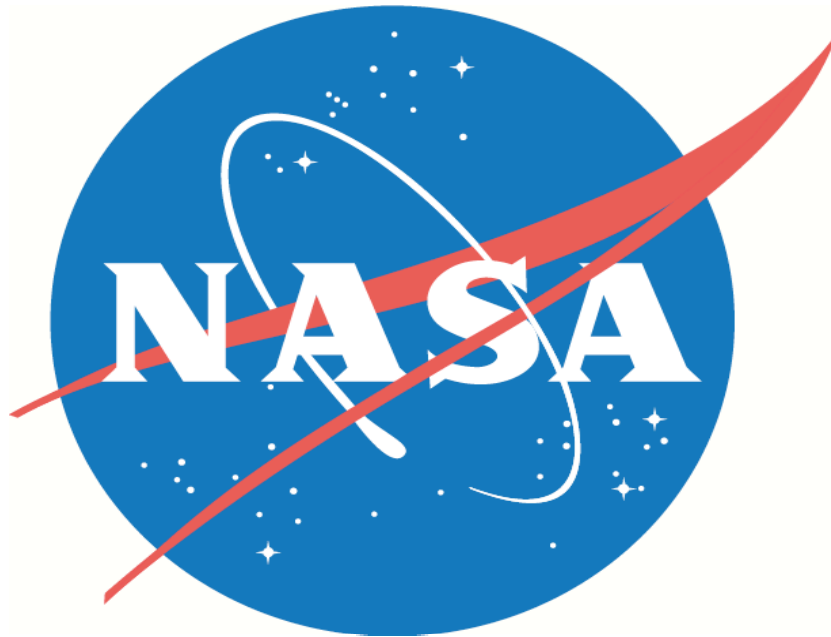


Responsible Office: NB  
**Subject:** Respond to Freedom of Information Requests



**Office of Public Affairs**

**Office Work Instruction**

# **Respond to Freedom of Information Requests**

Original Approved by: \_\_\_\_\_

David Mould  
Assistant Administrator

\_\_\_\_\_ Date

Responsible Office: NB  
Subject: Respond to Freedom of Information Requests

### DOCUMENT HISTORY LOG

<u>Status</u> ( <u>Baseline/</u> <u>Revision/</u> <u>Canceled</u> )	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1/10/00	
Revision	A	8/18/00	Change Code designation from PO to PS and remove Public Inquiries process from HQOWI

Responsible Office: NB  
Subject: Respond to Freedom of Information Requests

## 1.0 Purpose

The purpose of this OWI is to document the procedure of processing Freedom of Information Act (FOIA) requests received by the HQ FOIA Office (Release or Deny Agency Records Available to Members of the Public).

## 2.0 Scope and Applicability

2.1 This work instruction for FOIA Requests applies to the NASA Public Affairs Office, Public Services and Protocol Division. The FOIA procedure is performed by the FOIA Office, Public Services and Protocol Division as defined in the Federal Register, Volume 64, Number 140, July 22, 1999.

2.2 The Director, Public Services and Protocol is responsible for maintaining this document. The controlled version of this OWI is available on the NASA intranet via the HQ ISO 9001 Document Library at <http://nodis3.gsfc.nasa.gov/hq> list.cfm. Any printed version of the OWI is uncontrolled (reference: HCP 1400.1, Document and Data Control).

## 3.0 Definitions

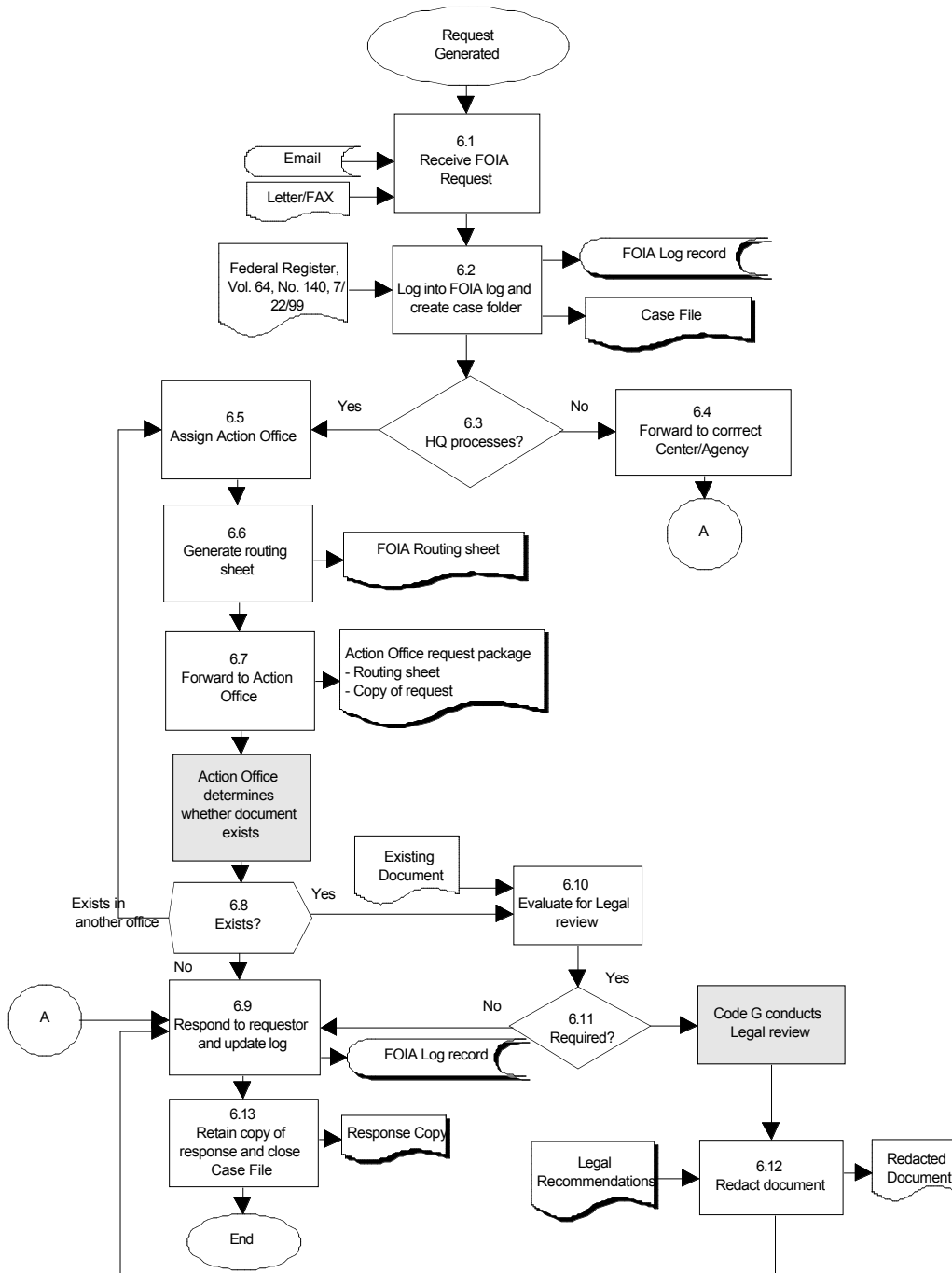
3.1	Action Office	Code that maintains the record requested
3.2	FOIA	Freedom of Information Act
3.3	F/A	FOIA Assistant
3.4	F/O	FOIA Officer
3.5	FR	Federal Register
3.6	F/S	FOIA Specialist
3.7	Legal	An attorney in the Office of General Counsel
3.8	Redact	To remove information from a record (i.e. social security number, age, addresses, classified information, etc.)

## 4.0 References

4.1	E-FOIA	Electronic Freedom of Information Act, 1997
4.2	FOIA	Freedom of Information Act, Federal Register, Vol. 64, Number 140, July 22, 1999
4.3	NPG 1000.3	NASA Organization Handbook

Responsible Office: NB  
 Subject: Respond to Freedom of Information Requests

## 5.0 Flowchart



Responsible Office: NB  
 Subject: Respond to Freedom of Information Requests

## 6.0 Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	F/O, F/S, F/A	<i>Receive FOIA request</i> (either by mail, fax or electronic mail)
6.2	F/O, F/S, F/A	<i>Log into FOIA log and create case folder.</i> Enter request into FOIA log file. Set up folder and place original letter in folder, type label with FOIA log number, requester name and affiliation.
6.3	F/O, F/S, F/A	<i>Headquarters processes?</i> Using the information from the NPG 1000.3 and the HQ Directory, determine if Headquarters will process the request because the information would be located within NASA HQ. If yes, go to 6.5. If no, go to 6.4.
6.4	F/O, F/S, F/A	<i>Forward to correct Center/Agency.</i> Upon completion of this step, process goes to Step 6.9 for notification of forwarding action to the requestor.
6.5	F/O, F/S, F/A	<i>Assign HQ Action Office.</i>
6.6	F/O, F/S, F/A	<i>Generate routing sheet.</i> Run Routing Sheet and copy of routing sheet.
6.7	F/O, F/S, F/A	<i>Forward to Action Office.</i> Staple copy of routing sheet to left side of case folder, staple copy of letter to routing sheet and file in top drawer of FOIA 2 drawer cabinet. Hand-carry request to Action Office. Request package includes a copy of the request and the routing sheet. Action Office determines whether the requested document exists and informs FOIA office on the returned request package.
6.8	F/O, F/S, F/A	<i>Does document exist?</i> If no go to 6.9, if yes, go to 6.10, if document exists but in another HQ office, go to 6.5.
6.9	F/O, F/S, F/A	<i>Respond to requestor and update log.</i> Prepare response to requester (if F/S prepares package, F/O reviews and signs or returns for changes – if F/O prepares response F/S reviews doc/doc's and returns to F/O). F/S or F/O who updates the electronic log sends out final package to requester. In the case of a FOIA request that is forwarded to another Agency or NASA Center, the package consists of a letter informing the requestor where the request has been sent. When a document has been provided, the package comprises a transmittal letter, a copy of the original request and the document requested/
6.10	F/O, F/S, F/A	<i>Evaluate for Legal review.</i> The positions require an extensive knowledge of the FOIA. Documents provided by Action Office – FOIA Office reviews document(s)/evaluate response for legal review.
6.11	F/O, F/S, F/A	<i>Is Legal review required?</i> If yes, General Counsel performs Legal Review in out of scope activity. If no, go to 6.9.
6.12	F/O, F/S, F/A	<i>Redact document.</i> When package is returned from Legal, FOIA Office reviews recommendations from Legal and redacts document. Process returns to Step 6.9.
6.13	F/O, F/S, F/A	<i>Close case file,</i> and file folder in secure files. The case file will contain a copy of the response package provided to the requestor unless the requested document is a frequently requested contract or an extremely bulky document. These items are filed separately. Each case file contains a pointer to such separately filed documents and the documents themselves have a cover sheet on which applicable case file numbers are entered manually for cross reference.

Responsible Office: NB  
Subject: Respond to Freedom of Information Requests

## 7.0 Quality Records

<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Record Media</u>	<u>NPG 1441.1 Schedule and Item Number</u>	<u>Retention/Disposition</u>
FOIA Log Record	FO	Secure server	Electronic	Schedule 1, Item 53.A	Destroy 6 years after date of last entry
Case file - original FOIA request	FO	Secure file cabinet	Hard Copy	Schedule 1, Item 49.A	Destroy 2/6 years after date of final determination by agency
FOIA Routing Sheet	FO	Secure file cabinet	Hard Copy	Schedule 1, Item 53.A	Destroy 2/6 years after date of last entry
Action Office request package	FO	Secure file cabinet	Hard Copy	Schedule 1, Item 53.A	Destroy 2/6 years after date of last entry
Legal Recommendations	FO	Secure file cabinet	Hard Copy	Schedule 1, Item 53.A	Destroy 2/6 years after date of last entry
Response Copy	FO	Secure file cabinet	Hard Copy	Schedule 1, Item 49.A	Destroy 2/6 years after date of final determination by agency