

Contact Us: U.S. Department of Energy, Richland Operations Office
Att: FOIA and PA Officer
P.O. Box 550
Richland, Washington 99352

Phone: 509-376-6288
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PRIVACY ACT ADVISORY:

AUTHORITY:

5 U.S.C. 301, 5 U.S.C. 552, Freedom of Information Act (FOIA); and Title 10, Code of Federal Regulations, Part 1004.

PURPOSE:

To allow individuals to file electronic FOIA requests; to track all FOIA requests from receipt to response to compile statistics for the Annual FOIA Report; to research and respond to FOIA requests; to maintain case files to comply with records disposal requirements; and to maintain an administrative record to support any litigation.

ROUTINE USE:

Requests are received in the Richland Operations Office, assigned a case number, filed in a case file, and sent to the appropriate organization to process and respond to the requester. Records related to the FOIA request will be maintained in DOE-55 "Freedom of Information and Privacy Act (FOIA/PA) Requests for Records." A record from this system of records may be disclosed (1) to another Federal agency when consultation or referral is required to process a request; (2) in court or administrative proceedings to the tribunal, counsel, other parties, witnesses, and the public under certain conditions; (3) to a member of Congress submitting a request involving a constituent when the constituent has requested assistance from the member with respect to the subject matter of the record; (4) and to a DOE contractor in the performance of the contract, and their officers and employees who have a need for the record in the performance of their duties. Requests that are transferred, receive a no records response, or granted in full are retained for two years and then destroyed in accordance with applicable authorities. Requests that are denied in whole or in part are retained for six years and then destroyed.

DISCLOSURE:

Voluntary. We seek your full name and postal mailing address so that we may mail a response to you. This page does not capture email addresses. Failure to provide this information may result in your request not being processed. Your IP address is appended to the message that you submit. We will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to us.