

**COMMISSION OFFICE AND STAFF INSTRUCTIONS FOR PROCESSING
CONGRESSIONAL REQUESTS FOR DOCUMENTS**

Congressional Association

- Chairman, Oversight Committee
- Member, Oversight Committee
- Individual Member of Congress
- Committee Staff

Documents to be released:

- Un-redacted Release
- Redacted Release (based on FOIA/Privacy Act procedures)
- Only publicly available documents

Provide documents with the following listing:

- Classified National Security Information
 - Safeguards Information
 - Proprietary Information
 - Privacy Information
 - Sensitive Investigatory Information
 - Sensitive Adjudicatory Information or Attorney-Client Information
 - Sensitive Pre-decisional Information
 - Not Publicly Available, but not of concern if publicly released
 - Publicly Available

Cover Letter

- If documents are to be provided and are not to be made public by the requester, please include a statement in the cover letter that documents are sensitive and not to be publicly released. Mark each page of sensitive documents to be provided with "Not for Public Disclosure".

Due Date for Completion of Staff Review: _____

OCA Contact: _____