

## Freedom of Information and Privacy Act

Freedom of Information Act ([link](#))

[FOIA Update: The Freedom of Information Act, 5 U.S.C. sect. 552, As Amended By Public Law No. 104-231, 110 Stat. 3048 | OIP | Department of Justice](#)

DOE Savannah River Operations Office

To make an Electronic FOIA (E-FOIA) request, please provide the information below. Failure to enter accurate and complete information may render your FOIA request impossible to fulfill.

**Requests submitted under the Privacy Act must be signed and, therefore, cannot be submitted on this form.**

|               |                                 |
|---------------|---------------------------------|
| <b>Name:*</b> | <b>*denotes required fields</b> |
|---------------|---------------------------------|

|                      |
|----------------------|
| <b>Organization:</b> |
|----------------------|

**Address\***

|                |
|----------------|
| Street Address |
|----------------|

|      |       |          |
|------|-------|----------|
| City | State | Zip Code |
|------|-------|----------|

|                |
|----------------|
| <b>Country</b> |
|----------------|

|                       |
|-----------------------|
| <b>Phone Number*:</b> |
|-----------------------|

|                    |
|--------------------|
| <b>Fax Number:</b> |
|--------------------|

|                |
|----------------|
| <b>E-mail:</b> |
|----------------|

### Reasonably Describe Records:

Describe the specific record(s) you seek with sufficient detail that a knowledgeable official of the activity may locate the record with a reasonable amount of effort. Such detail should include: dates, titles, file designations, and offices to be searched. Since most DOE records are not retained permanently, the more information that you provide, the better the opportunity there is to determine if the records involved still exist and where. The FOIA clearly states that records must exist at the time the request is submitted.

**Description:\*** Describe the information that you would like to request as specifically as possible:

**Type of Requester:** Select a description of yourself and the purpose of the request to help determine your category for assessing fees:

An individual seeking information for personal use and not for commercial use.

Affiliated with an educational or noncommercial scientific, institution, and this request is made for scholarly or scientific purpose and not for commercial use.

Affiliated with a private corporation and seeking information for the use in the company's business.

A representative of the news media with \_\_\_\_\_ and this request is made part of news gathering and not for commercial use.

Newspaper

Magazine

Television Station

Other: Please enter description (1000 chars max.)

**Fees and Fee Waivers**

Your request must include a statement that (1) you agree to pay any fees that may be incurred to process the request; (2) stipulates an amount you are willing to pay; or (3) requests a specific waiver or reduction of fees.

**Cost Information:**

I agree to pay all applicable fees

I agree to pay up to a specified amount for fees. Enter amount \_\_\_\_\_

I request a waiver or reduction of fees:

**Waiver Request:**

The subject of the request: Whether this subject of the requested records concerns "the operations of activities of the government."

The information value of the information to be disclosed: Whether the disclosure is "likely to contribute" to an understanding of government operations or activities.

The contribution to an understanding by the general public of the subject likely to result from disclosure, taking into account your ability and intent to disseminate the information to the public in a form that can further understanding of the subject matter.

The significance of the contribution to public understanding: Whether the disclosure is likely to contribute "significantly" to public understanding of government operations or activities.

The existence and magnitude of a commercial interest: Whether the requester has a commercial interest that would be furthered by the requested disclosure, and, if so

The primary interest in disclosure: Whether the magnitude of the identified commercial interest of the requester is sufficiently large, in comparison with the public interest in disclosure, that disclosure is "primarily in the commercial interest of the requester."

If my request for a waiver or reduction in fees is denied, I agree to pay up to (enter amount) \$\_\_\_\_\_ to process my request.

**Expedited Processing:**

an imminent threat to the life or physical safety of an individual exists or

An urgency to inform the public concerning actual or alleged Federal Government activity exists (this option available ONLY for requesters primarily engaged in disseminating information).

Please provide your specific justification for expedited processing: