

APPENDIX 2

PROCEDURES FOR HANDLING WITHHELD DOCUMENTS IN COMMISSIONERS' OFFICES UNDER FOIA

1. Each Commissioner's office will give SECY copies of all the documents covered by the FOIA request, including the documents to be withheld, with the applicable exemption number for each document to be withheld. The attached standard templates (Attachments 1 and/or 2) should be used when responding to SECY.
2. When a Commissioner does not want OGC or the FOIA office to see a document to be withheld, the Commissioner's office will provide SECY, to be forwarded to OGC, a "certification" (Attachment 3) that the Commissioner's legal assistant has reviewed the document, and that it can be withheld under a specific stated FOIA exemption.
3. SECY will maintain the required separate "six-year" file of documents which are withheld by the Commission offices rather than sending the documents to the FOIA office. Maintenance of these files will be in accordance with Schedule 14 of the Records Disposition Schedule, Records & FOIA/Privacy Services Branch, OIS.

[Attachments](#)

ATTACHMENT 1
TO APPENDIX 2

Re: FOIA/PA

RECORDS TO BE REFERRED TO OTHER OFFICE/AGENCY/COMPANY
APPENDIX

No.	Date	ENTITY	DESCRIPTION	PAGE COUNT
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ATTACHMENT 2
TO APPENDIX 2

Re: FOIA/PA

RECORDS BEING WITHHELD IN THEIR ENTIRETY
APPENDIX

No.	Date	DESCRIPTION OF DOCUMENT	PAGE COUNT
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ATTACHMENT 3
TO APPENDIX 2

CERTIFICATION

Upon review of the records subject to the Freedom of Information Act Request (FOIA) _____, the documents listed below, or the indicated portions thereof, should be withheld from release under the above reference FOIA request. The undersigned hereby certifies that each document or portion thereof is exempt from public disclosure for the exemption set forth below.

NAME AND OFFICE

DATE

WITHHELD DOCUMENTS

EXEMPTION

- 1.
- 2.
- 3.
- 4.
- 5.