

From: Mindy Landau ^{EDD}
To: Francine Goldberg; Gilbert Millman; Lynn Scattolini; Patricia Rathbun; Susan Frant;
William Reckley
Date: Thu, Jan 24, 2002 2:45 PM
Subject: Revised version of Memo to offices

I have revised the memo in an attempt to make it a bit more clear... please comment on this version and destroy the previous....Thanks!

DD-32

MEMORANDUM FOR: Those on the Attached List

FROM: William Travers, EDO

SUBJECT: REVIEW OF DOCUMENTS FOR PUBLIC RELEASE

As you know, the Commission is in the process of establishing guidance and criteria for the release of information to the public that will guide our internal review of information since the September 11, 2001 terrorist attacks. A final SRM has not yet been issued, but I want to inform you of some interim measures we have taken to ensure certain information is protected.

For the largest volume of documents, we have established review "teams" that consist of key technical contacts in NRR, NMSS and RES who will be reviewing certain categories of documents they believe are most likely to contain sensitive information that should be protected. Other offices that originate certain documents have also been made aware of the need to review them for sensitivity. Offices should ensure there are management controls on the review teams' activities and recommendations for release of these documents until final guidance is in place.

With respect to documents that were removed from the web site, our objective is to identify those categories of documents that by their nature do not contain any sensitive information. Such categories include NRC forms, past enforcement actions, annual reports to Congress, instructions to licensees, etc. Any categories identified for posting will require deputy director concurrence - individual documents will be approved by the review teams. Documents restored to the web will also be restored to ADAMS, if necessary. Once we obtain office approval for re-posting certain document collections to the web, we will inform the Commission.

The OCIO is working with office web liaisons to facilitate the restoration of these documents to the web.

We have been informed by OGC that current FOIA exemptions still apply, therefore these documents may still be distributed upon such requests.

Once the Commission issues a final SRM, we will develop more detailed guidance for the staff regarding the document review and release process.

cc: Bill Kane
Carl Paperiello
John Craig
Stuart Reiter