

U.S. NRC
MANAGEMENT DIRECTIVES SYSTEM

Office of Administration

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MD SYSTEM NEWS

MD SYSTEM ANNOUNCEMENT:

This new Management Directives Web site is under construction. Please visit the current Web site for information about the directives system. **More...**

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MD System Links

- Recently Issued**
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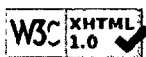
Publication Process

- Process Overview**
- Drafting Tips**
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Page last modified:
 June 23, 2011



MD 3.1 - Freedom of Information Act

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Directive 3.1

Date Issued: **6/8/2011**

Policy

Freedom of Information Act (FOIA) and Privacy Act (PA)
 Material Not Covered in This Directive

Objectives

Organizational Responsibilities and Delegations of Authority

- Chairman
- Commission
- Executive Director for Operations (EDO)
- Deputy Executive Director for Corporate Management (DEDCM) and Chief Freedom of Information Act Officer
- Director, Office of Information Services (OIS)
- General Counsel (GC)
- Secretary of the Commission (SECY)
- Director, Office of Nuclear Security and Incident Response (NSIR)
- Director, Office of Information Services (OIS)
- Office Directors, Regional Administrators, and Chairmen of Boards, Panels, or Committees
- Executive Assistant to the Secretary of the Commission (SECY)
- Assistant Inspector General for Investigations (AIGI), Office of the Inspector General (OIG)
- Freedom of Information Act and Privacy Act Officer (FOIA/PA Officer), OIS
- Senior Management FOIA Official

Applicability

Directive Handbook

References

Handbook 3.1

Date Issued: **6/8/2011**

REQUEST FOR AGENCY RECORDS

- Freedom of Information Act (FOIA) Request Process
- Principles
- Records Exempt From Disclosure

PROCESSING AN INITIAL FREEDOM OF INFORMATION ACT (FOIA) REQUEST

- Receipt of a FOIA Request
- Assigning FOIA Request Actions to an Office for Processing

|| Change History ||

Summary of Change History

|| Related Policy Documents ||

Related Policy Documents

|| Related Guidance ||

- NRC FOIA Web Site: "How to Respond to an Initial FOIA Request"
- NUREG-0910, "NRC Comprehensive Records Disposition Schedule"
- Freedom of Information Act Guide
- Management Directives Web Site
- Publicly Available Management Directives

|| Selected Exhibits ||

- 1 - Lines of Responsibility
- 2 - FOIA Statutory Exemptions
- 3 - Personal Record Consideration Checklist
- 4 - Activities for Which Fees Can Be Assessed

|| Contact ||

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Office Processing Information Security Reminder: This page on NRC's Internal Web site may contain **sensitive information**. Check with the information responding to this Request outside the agency.

Special Procedures for Processing Records Containing Classified Information
 = Exit to NRC Public Site = Exit to Non-NRC Web Site

Special Procedures for Processing Records Containing Proprietary Information

Special Procedures for Processing Records Containing Agency Action Review Meeting (AARM) Information

Special Procedures for Processing Records Containing Agency Action Review Meeting (AARM) Information

Special Procedures for Processing Allegation Records

PROCESSING A FREEDOM OF INFORMATION ACT (FOIA) APPEAL

Receipt of a FOIA Appeal

Assigning FOIA Appeal Actions to Offices

Processing a FOIA Appeal to the Executive Director for Operations

Processing a FOIA Appeal to the Secretary of the Commission

Processing a FOIA Appeal to the Inspector General (IG)

Dispatch

FEES FOR SEARCH, REVIEW, AND DUPLICATION OF RECORDS CAPTURED BY AN INITIAL FOIA REQUEST

General

Charging Fees Under the FOIA

Requests for Which Fees Are Not Charged

Waiving or Reducing Fees

GLOSSARY