

**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**

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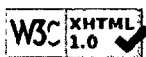
**Publication Process**

- Process Overview**
- Drafting Tips**
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**NRC Policy Links**

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Page last modified:  
 June 23, 2011



**MD 3.1 - Freedom of Information Act**

[View Printable PDF](#)

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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**