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U.S. Nuclear Regulatory Commission

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**Privacy Impact Assessment  
FOIAXpress**

**Office of the Chief Information Officer (OCIO)**

**Version 2.1  
04/15/2024**

**Template Version 2.1 (03/2024)**

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## Document Revision History

Date	Version	PIA Name/Description	Author
4/15/2024	2.1	Annual Review-minor edits to POCs	Lezlie Colbert
3/31/2023	2.0	FOIAXpress Initial Release	Lezlie Colbert

## Document Review

Date Reviewed	Comments	Reviewed By
MM/DD/2023	Annual Review Certification-no updates needed	<Insert Reviewer Name>

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*The agency is subject to the requirements of the E-Government Act and is committed to identifying and addressing privacy risks whenever it develops or makes changes to its information systems. The questions below help determine any privacy risks related to the E-Government Act or later guidance by the Office of Management and Budget (OMB) and the National Institute of Standards and Technology (NIST).*

**Name/System/Subsystem/Service Name:** : FOIAXpress-Business Application Support System (BASS) subsystem.

**Data Storage Location (i.e., Database Server, SharePoint, Cloud, Other Government Agency, Power Platform)** FedRAMP authorized cloud

**Date Submitted for review/approval:** 4/15/2024

*Note: When completing this PIA do not include any information that would raise security concerns or prevent this document from being made publicly available.*

## 1 Description

**1.1 Provide the description of the system/subsystem, technology (i.e., Microsoft Products), program, or other data collections (hereinafter referred to as “project”). Explain the reason the project is being created.**

FOIAXpress supports the NRC Freedom of Information Act/Privacy Act (FOIA/PA) Program. FOIAXpress is a cloud-based application managed by Opexus. The SaaS application can be securely accessed online through Opexus FedRAMP, DISA Level II-certified cloud. FOIAXpress offers a centralized location for receiving Freedom of Information Act (FOIA) and Privacy Act (PA) requests, delivering responsive records, and communicating with requesters. The FOIAXpress application includes the Electronic Document Review (EDR), which will speed the review and redaction process by leveraging technology to quickly filter, de-duplicate, rank, and categorize responsive content in large volumes of emails, attachments, as well as other file types. FOIAXpress is also a workflow system and repository that will streamline FOIA request tracking and management to facilitate greater requester interaction. FOIAXpress also includes a records retention module that can quickly and easily remove case file data that are beyond their record retention period.

FOIAXpress stores FOIA requests and appeals, responsive records, notes, and other information related to the processing of a FOIA/PA request, appeal, or consultation from another federal agency. Members of the NRC FOIA team and other personnel with system access with a need to know, can assign, track, and monitor tasks; calculate fees; generate reports; and store responsive records. These functions streamline and help automate business processes associated with NRC FOIA responsibilities.

The FOIAXpress system includes the Public Access Link (PAL), a web portal that allows members of the public to electronically submit and track the status of their FOIA or PA requests. PAL has a payment connector, Pay.gov, which enables the NRC to accept online payments for FOIA processing. Individuals can create a PAL account with a unique login ID and password and submit requests for information electronically through a link. Requesters may also attach supporting documentation to their request and directly download the documents through PAL

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if/when the documents are released by the NRC. The PAL portion of FOIAXpress is publicly accessible online; however, requesters do not have the ability to directly access the FOIAXpress system or other data stored in the system. Only authorized NRC FOIA personnel have access to the data supplied by requesters via FOIAXpress.

**Please mark appropriate response below if your project/system will involve the following:**

<input type="checkbox"/> PowerApps	<input type="checkbox"/> Server/Database Design
<input checked="" type="checkbox"/> Dashboard	<input checked="" type="checkbox"/> Public Website
<input type="checkbox"/> SharePoint	<input checked="" type="checkbox"/> Internal Website
<input type="checkbox"/> Other	

**1.2 Does this privacy impact assessment (PIA) support a proposed new project, proposed modification to an existing project, or other situation? Select options that best apply in table below.**

Mark appropriate response.

Status Options	
<input type="checkbox"/>	New system/project
<input checked="" type="checkbox"/>	Modification to an existing system/project. <i>If modifying or making other updates to an existing system/project, provide the ADAMS ML of the existing PIA and describe the modification.</i> ML23094A278. Minor edits to POC list
<input type="checkbox"/>	Annual Review <i>If making minor edits to an existing system/project, briefly describe the changes below.</i>
<input type="checkbox"/>	Other (explain)

**1.3 Points of Contact:** (Do not adjust or change table fields. Annotate N/A if unknown. If multiple individuals need to be added in a certain field, please add lines where necessary.)

	Project Manager	System Owner/Data Owner/Steward	ISSM	Business Project Manager	Technical Project Manager	Executive Sponsor
<b>Name</b>	Lezlie Colbert	Alecia Sillah	Consuella Debnam	Lezlie Colbert	Lezlie Colbert	N/A
<b>Office/Division /Branch</b>	OCIO/DIME/FLICB/FT	OCIO/DIME/FLICB/FT	OCIO/CSD	OCIO/DIME/FLICB/FT	OCIO/DIME/FLICB/FT	
<b>Telephone</b>	301-415-3722	301-415-2746	301-287-0834	301-415-3722	301-415-3722	

## 2 Authorities and Other Requirements

### 2.1 What specific legal authorities and/or agreements permit the collection of information for the project?

Provide all statutory and regulatory authorities for operating the project, including the authority to collect the information; NRC internal policy is not a legal authority. Please mark appropriate response in table below.

Mark with an "X" on all that apply.	Authority	Citation/Reference
<input checked="" type="checkbox"/>	<b>Statute</b>	Freedom of Information Act (5 U.S.C. § 552, as Amended by Public Law No. 104-231, 110 Stat. 3048) and the FOIA Improvement Act of 2016 (P.L. 114-185 (June 30, 2016)) Memorandum for the Heads of Executive Departments and Agencies: Open Government Directive, M10-06 (December 8, 2009)  Clinger Cohen (40 U.S.C. 11318)  The Economy Act (31 U.S.C. § 1535, 1536)
<input type="checkbox"/>	<b>Executive Order</b>	
<input checked="" type="checkbox"/>	<b>Federal Regulation</b>	Production or Disclosure of Material or Information, 28 C.F.R. Part 16  10 CFR Part 9, Subpart A: Freedom of Information Act Regulations  10 CFR Part 9, Subpart B: Privacy Act Regulations
<input type="checkbox"/>	<b>Memorandum of Understanding/Agreement</b>	
<input type="checkbox"/>	<b>Other (summarize and provide a copy of relevant portion)</b>	

### 2.2 Explain how the information will be used under the authority listed above (i.e., enroll employees in a subsidies program to provide subsidy payment).

The FOIA allows members of the public to request access to records from federal agencies to learn about their government. Federal agencies are required to disclose any information requested under the FOIA unless it falls under one of nine exemptions which protect interests such as personal privacy, national security, privileged, commercial, financial and law enforcement information. The Privacy Act requests allow members of the public to request information held about themselves by the Federal Government. The

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FOIAXpress and PAL applications, which are used by the NRC to track FOIA and Privacy Act requests, collect Personally Identifiable Information (PII) from an individual Privacy Act requester for the purpose of identifying records contained within an NRC System of Records pertaining to that requester.

FOIA requesters are required to provide their home address and/or email address for the NRC FOIA team to respond directly to the requester. Additionally, for Privacy Act requests and Privacy Act amendments, to authenticate the individual requester's identity, the NRC may collect the date of birth. For either a FOIA or Privacy Act request, individuals can either create an account in PAL to request copies of records or send the FOIA team an email to [FOIA.Resource@nrc.gov](mailto:FOIA.Resource@nrc.gov). Regardless of how the NRC FOIA team receives the FOIA or PA request, the requester's name, contact information, and any attached ID verification documents will also be entered in their requester profile in FOIAXpress. Requester profiles can only be viewed by the FOIAXpress authorized users who have a need to know.

Once the FOIA team receives the FOIA or PA request, it is assigned to a FOIA specialist who tasks the appropriate program office(s) so that they may conduct a search of their systems to identify any potentially responsive records.

**If the project collects Social Security numbers, state why this is necessary and how it will be used.**

The individual making the FOIA/PA request is required to provide NRC with their name and contact information, such as home address, business name, business address, home phone number, business phone number, cell phone number, fax number, home e-mail address, or business e-mail address. The person making the FOIA/PA request may voluntarily provide their social security number or date of birth as a means of identity verification, but it is not required. FOIA/PA team members redact the Personal Identifiable Information (PII) on the Incoming request to reduce the sensitivity of the information when sharing the incoming request with NRC office(s) who are tasked to locate responsive records to the FOIA/PA request.

### 3 Characterization of the Information

In the table below, mark the categories of individuals for whom information is collected.

Category of individual	
<input checked="" type="checkbox"/>	Federal employees
<input checked="" type="checkbox"/>	Contractors
<input checked="" type="checkbox"/>	Members of the Public (any individual other than a federal employee, consultant, or contractor)
<input checked="" type="checkbox"/>	Licensees
<input type="checkbox"/>	Other <Insert response here>

In the table below, is a list of the most common types of PII collected. Mark all PII that is collected and stored by the project/system. If there is additional PII not defined in the table

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below, a comprehensive listing of PII is provided for further reference in ADAMS at the following link: [PII Reference Table 2023](#).

Categories of Information			
<input checked="" type="checkbox"/>	Name	<input type="checkbox"/>	Resume or curriculum vitae
<input checked="" type="checkbox"/>	Date of Birth	<input checked="" type="checkbox"/>	Driver's License Number
<input type="checkbox"/>	Country of Birth	<input type="checkbox"/>	License Plate Number
<input type="checkbox"/>	Citizenship	<input checked="" type="checkbox"/>	Passport number
<input type="checkbox"/>	Nationality	<input type="checkbox"/>	Relatives Information
<input type="checkbox"/>	Race	<input type="checkbox"/>	Taxpayer Identification Number
<input checked="" type="checkbox"/>	Home Address	<input checked="" type="checkbox"/>	Credit/Debit Card Number
<input checked="" type="checkbox"/>	Social Security number (Truncated or Partial)	<input type="checkbox"/>	Medical/health information
<input type="checkbox"/>	Gender	<input type="checkbox"/>	Alien Registration Number
<input type="checkbox"/>	Ethnicity	<input type="checkbox"/>	Professional/personal references
<input type="checkbox"/>	Spouse Information	<input type="checkbox"/>	Criminal History
<input checked="" type="checkbox"/>	Personal e-mail address	<input type="checkbox"/>	Biometric identifiers (facial images, fingerprints, iris scans)
<input type="checkbox"/>	Personal Bank Account Number	<input type="checkbox"/>	Emergency contact e.g., a third party to contact in case of an emergency
<input checked="" type="checkbox"/>	Personal Mobile Number/Home Number	<input type="checkbox"/>	Accommodation/disabilities information
<input type="checkbox"/>	Marital Status	<input checked="" type="checkbox"/>	<b>Other</b> Work Address Work Email Fax number Employer Identification Number
<input type="checkbox"/>	Children Information		
<input type="checkbox"/>	Mother's Maiden Name		

**3.1 Describe how the data is collected for the project. (i.e., NRC Form, survey, questionnaire, existing NRC files/ databases, response to a background check).**

FOIA/PA requests, appeals and consultations are required to be submitted in writing. The NRC accepts FOIA/PA requests, appeals and consultations by mail, fax, email to [FOIA.Resource@nrc.gov](mailto:FOIA.Resource@nrc.gov), via the Public Access Link public site, or via DOJ's National FOIA Portal (NFP). Requests that come to the NRC through the NFP are sent directly to FOIAXpress either by email or through PAL. ID verification and release authorization can also be sent to the NRC through the above methods. FOIA/PA requests and appeals that are submitted through the Public Access Link or through the National FOIA Portal collect data by completing either the public PAL form or the National FOIA Portal form. When requesters submit their initial request using PAL, and select that it is a Privacy Act Request, the system then requires you to upload proof of identity. The proof of identity is not required when submitting FOIA or Consultation requests. When requesters submit their initial request on FOIA.gov the system allows the requester to upload



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documentation to verify their identity. Once we receive the request in FOIAXpress, we then require the requester to fill out the Form 507.

To process the FOIA/PA request, the FOIAXpress system maintains copies of responsive records that have been received by NRC program offices and saved in the system. The system contains the various types of agency records that are generated, received, or maintained by the NRC. These documents consist of legal, investigatory, administrative, or similar nonpublic agency records, which may contain law enforcement-related or confidential commercial information, or other types of sensitive non-PII obtained from outside parties, investigatory subjects, or other individuals (e.g., witnesses, complainants, staff from other government entities or Congress, other consumers, or the requester), depending on the type and nature of the record.

**3.2 If using a form (paper or web) to collect the information, provide the form number, title and/or a link to the form.**

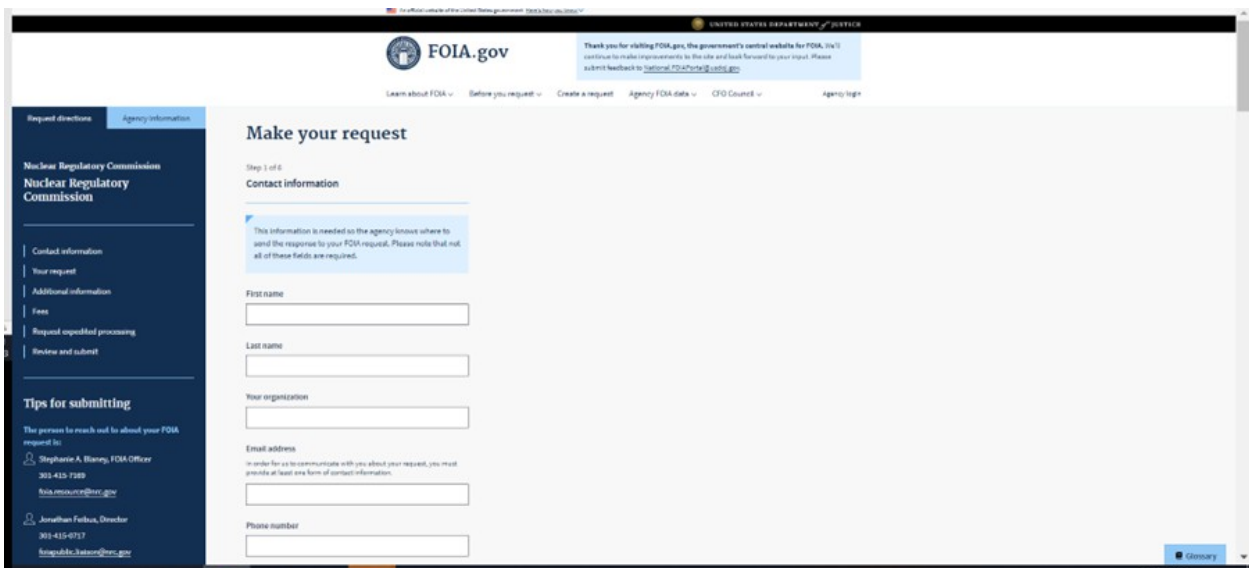
Public Access Link - <https://foia.nrc-gateway.gov/>

DOJ's National FOIA Portal for NRC requests - <https://www.foia.gov/?id=37b76626-93b8-44d1-bba7-2f756f39b9db&type=component#agency-search>.

NRC 509 - Statement Of Estimated Fees for Freedom Of Information Act (FOIA) Request; OMB Number 3150-0043.

NRC 507 – Identity Verification And/Or Third-Party Authorization for Freedom of Information Act/Privacy Act Requests; OMB 3150-0043.

NRC 629 – Authorization for Payment by Credit Card; OMB Number: 3150-0190.



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Jonathan Folow, Director  
301-45-6717  
[Jonathan.Folow@hhs.gov](mailto:Jonathan.Folow@hhs.gov)

FOIA Officer  
Mail Stop 188 N-6-6004  
Washington, DC 20565-0002  
[FOIA\\_Requests@hhs.gov](mailto:FOIA_Requests@hhs.gov)

You can ask FOIA personnel about anything related to your request, including if what you're asking for is fine. You can also reach out to follow up on your request after it's been submitted.

The description of records you are responding to is very important.

Be sure your request is clear and as specific as possible.

Do research before you file.

Sometimes what you are looking for is already public. You can find out by reaching out to the agency you're interested in or by visiting their website or their FOIA Library.

Phone number

Fax number

Mailing address 1

Mailing address 2

City

State or province

Zip or postal code

Country

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Step 2 of 6  
Your request

### 3.3 Who provides the information? Is it provided directly from the individual or a third party.

FOIA and Privacy Act requests come directly from the individual seeking the information, or through their representative.

### 3.4 Explain how the accuracy of the data collection is validated. If the project does not check for accuracy, please explain why.

To validate personal information, the FOIA/PA team receives ID verification and release authorizations for third-party requesters.

### 3.5 Will PII data be used in a test environment? If so, explain the rationale for this and how the PII information is protected.

No. For our testing purposes, we have no need to include PII.

### 3.6 What procedures are in place to allow the subject individual to correct inaccurate or erroneous privacy information?

Inaccuracies might be found by the FOIA Specialist in the FOIA team during the process of responding to a request and gathering the necessary documents. Privacy Act Request identity verification takes place at the initial stages of reviewing an incoming request. FOIA Specialists, as authorized users, can correct inaccurate or erroneous information in FOIAXpress.

## 4 Data Security

### 4.1 Describe who has access to the data in the project (i.e., internal NRC, system administrators, external agencies, contractors, public).

FOIAXpress access is limited to NRC users with a license. The only users are the OCIO FOIA Team, the OCIO DIME Administrative Assistant (who assists with FOIA case intake and close- out tasks), and a few members of OCIO management. The FOIA Team includes contractors and government personnel. Those without a FOIAXpress license cannot access the FOIAXpress system. The PAL web portal only allows the public to create a user profile, submit, and track the status of only their own FOIA/PA requests.

### 4.2 If the project/system shares information with any other NRC systems, identify the system, what information is being shared and the method of sharing.

N/A. FOIAXpress does not share information with any other NRC systems.

### 4.3 If the project/system connects, receives, or shares information with any external non-NRC partners or systems, identify what is being shared.

Identify what agreements are in place with the external non-NRC partner or system in the table below.

Agreement Type	
<input type="checkbox"/>	Contract Provide Contract Number:
<input type="checkbox"/>	License Provide License Information:
<input type="checkbox"/>	Memorandum of Understanding Provide ADAMS ML number for MOU:
<input type="checkbox"/>	Other
<input checked="" type="checkbox"/>	None

### 4.4 Describe how the data is accessed and describe the access control mechanisms that prevent misuse.

FOIAXpress access is limited to NRC users with a license. The only users are the OCIO FOIA Team, the OCIO DIME Administrative Assistant (who assists with FOIA case intake and close- out tasks), and a few members of OCIO management. The FOIA Team includes contractors and government personnel. Those without a FOIAXpress license cannot access the FOIAXpress system. In addition, each NRC approved user with access to FOIAXpress has a Personal Identity Verification (PIV) Card, and either IT-II access, L, or Q level clearance.

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**4.5 Explain how the data is transmitted and how confidentiality is protected (i.e., encrypting the communication or by encrypting the information before it is transmitted).**

The cloud platform for Opexus eCase permits transport Layer Security 1.1.

**4.6 Describe where the data is being stored (i.e., NRC, Cloud, Contractor Site).**

Data is stored in the FedRAMP approved Cloud.

**4.7 Explain if the project can be accessed or operated at more than one location.**

Not applicable. NRC users can only access FOIAXpress using the NRC GFE laptop either on site or when teleworking.

**4.8 Can the project be accessed by a contractor? If so, do they possess an NRC badge?**

Yes. The FOIA team has 4 (Pathfinders) employees under the FOIA Support Services contract, all with FOIAXpress licenses to perform work under the contract. These contractor employees access the system via SSO with their PIV card credentials (the same access as federal staff users. In addition to the Pathfinders employees, there are two cleared Opexus personnel that have an administrative account to access the system during configuration and implementation efforts.

**4.9 Explain the auditing measures and technical safeguards in place to prevent misuse of data.**

FOIAXpress does have auditing reports built in the application to identify any misuse of the data. The FOIA team can review the auditing reports daily or weekly, as required. The objects that are available to be audited include administrative level, request level and file cabinet level. FOIAXpress is only accessed by NRC authorized users with a license.

**4.10 Describe if the project has the capability to identify, locate, and monitor (i.e., trace/track/observe) individuals.**

N/A. FOIAXpress does not have the capability to identify, locate, and monitor individuals.

**4.11 Define which FISMA boundary this project is part of.**

BASS

**4.12 Is there an Authority to Operate (ATO) associated with this project/system?**

Authorization Status	
<input type="checkbox"/>	Unknown
<input type="checkbox"/>	No <i>If no, please note that the authorization status must be reported to the Chief Information Security Officer (CISO) and Computer Security Organization (CSO's) Point of Contact (POC) via e-mail quarterly to ensure the authorization remains on track.</i>
<input type="checkbox"/>	In Progress provide the estimated date to receive an ATO.  Estimated date: <a href="#">&lt;insert appropriate response&gt;</a>
<input checked="" type="checkbox"/>	Yes - Short Term ATO extended to April 30, 2024  Indicate the data impact levels (Low, Moderate, High, Undefined) approved by the Chief Information Security Officer (CISO)  Confidentiality-Moderate  Integrity-Moderate  Availability-Moderate

**4.13 Provide the NRC system Enterprise Architecture (EA)/Inventory number. If unknown, contact [EA Service Desk](#) to get the EA/Inventory number.**

20230005.

## 5 Privacy Act Determination

### 5.1 Is the data collected retrieved by a personal identifier?

Mark the appropriate response.

Response	
<input checked="" type="checkbox"/>	<b>Yes, the PII is retrieved by a personal identifier (i.e., individual's name, address, SSN, or other unique number, etc.)</b>
<input checked="" type="checkbox"/>	<b>List the identifiers that will be used to retrieve the information on the individual.</b>  First Name, Last Name, Organization name, email address
<input type="checkbox"/>	<b>No, the PII is not retrieved by a personal identifier.</b>  <b>If no, explain how the data is retrieved from the project.</b>  <a href="#">&lt;Insert response here&gt;</a>

**5.2 For all collections where the information is retrieved by a personal identifier, the Privacy Act requires that the agency publish a System of Record Notice (SORN) in the Federal Register. As per the Privacy Act of 1974, "the term 'system of records' means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some other personal identifier assigned to the individual.**

Mark the appropriate response in the table below.

Response	
<input checked="" type="checkbox"/>	<b>Yes, this system is covered by an existing SORN. (See existing SORNs: <a href="https://www.nrc.gov/reading-rm/foia/privacy-systems.html">https://www.nrc.gov/reading-rm/foia/privacy-systems.html</a> )</b>  <b>Provide the SORN name, number, (List all SORNs that apply):</b>  <b>NRC-10, "Freedom of Information Act (FOIA) and Privacy Act (PA) Request Records"</b>
<input type="checkbox"/>	SORN is in progress
<input type="checkbox"/>	SORN needs to be created
<input type="checkbox"/>	Unaware of an existing SORN
<input type="checkbox"/>	No, this system is not a system of records and a SORN is not applicable.

### 5.3 When an individual is asked to provide personal data (i.e., form, webpage, survey), is a Privacy Act Statement (PAS) provided?

*A Privacy Act Statement is a disclosure statement required to appear on documents used by agencies when an individual is asked to provide personal data. It is required for*

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*any forms, surveys, or other documents, including electronic forms, used to solicit personal information from individuals that will be maintained in a system of records.*

**Mark the appropriate response.**

Options	
<input checked="" type="checkbox"/>	<b>Privacy Act Statement</b> See: <a href="https://foia.nrc-gateway.gov/">https://foia.nrc-gateway.gov/</a> and <a href="https://www.nrc.gov/reading-rm/foia/privacy-foia.html">https://www.nrc.gov/reading-rm/foia/privacy-foia.html</a>
<input type="checkbox"/>	<b>Not Applicable</b>
<input type="checkbox"/>	<b>Unknown</b>

**5.4 Is providing the PII mandatory or voluntary? What is the effect on the individual by not providing the information?**

Submission of a FOIA/PA request is voluntary. However, depending on the request, the NRC FOIA team may not be able to process it without PII.

## **6 Records and Information Management-Retention and Disposal**

The National Archives and Records Administration (NARA), in collaboration with federal agencies, approves whether records are **Temporary** (eligible at some point for destruction/deletion because they no longer have business value) or **Permanent** (eligible at some point to be transferred to the National Archives because of historical or evidential significance). Records/data and information with historical value, identified as having a “permanent” disposition, are transferred to the National Archives of the United States at the end of their retention period. All other records identified as having a “temporary” disposition are destroyed at the end of their retention period in accordance with the NARA Records Schedule or the General Records Schedule.

These determinations are made through records retention schedules and NARA statutes (44 United States Code (U.S.C.), 36 Code of Federation Regulations (CFR)). Under 36 CFR, agencies are required to establish procedures for addressing Records and Information Management (RIM) requirements. This includes strategies for establishing and managing recordkeeping requirements and disposition instructions before approving new electronic information systems or enhancements to existing systems.

The following questions are intended to determine whether the records/data and information in the system have approved records retention schedules and disposition instructions, whether the system incorporates RIM strategies including support for [NARA’s Universal Electronic Records Management \(ERM\) requirements](#), and if a mitigation strategy is needed to ensure compliance.

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**If the project/system:**

- Does not have an approved records retention schedule and/or
- Does not have an *automated* RIM functionality,
- Involves a cloud solution,
- And/or if there are additional questions regarding Records and Information Management - Retention and Disposal, please contact the NRC Records staff at [ITIMPolicy.Resource@nrc.gov](mailto:ITIMPolicy.Resource@nrc.gov) for further guidance.

**If the project/system has a record retention schedule or an automated RIM functionality, please complete the questions below.**

**6.1 Does this project map to an applicable retention schedule in NRC’s Comprehensive Records Disposition Schedule (NUREG-0910), or NARA’s General Records Schedules?**

<input type="checkbox"/>	<a href="#">NUREG-0910, “NRC Comprehensive Records Disposition Schedule</a>
<input checked="" type="checkbox"/>	<a href="#">NARA’s General Records Schedules</a>
<input type="checkbox"/>	Unscheduled

**6.2 If so, cite the schedule number, approved disposition, and describe how this is accomplished.**

<b>System Name (include sub-systems, platforms, or other locations where the same data resides)</b>	FOIAXpress
<b>Records Retention Schedule Number(s)</b>	GRS 4.2 Item 020: Access and disclosure request files.  GRS 4.2 Item 040: Records of accounting for and controlling access to records requested under FOIA, PIA, and MDR.
<b>Approved Disposition Instructions</b>	<a href="#">GRS 4.2 item 020:</a> <b>Temporary.</b> Destroy 6 years after final agency action of 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.  <a href="#">GRS 4.2 item 040:</a> <b>Temporary.</b> Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.



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<p>Is there a current automated functionality or a manual process to support RIM requirements? This includes the ability to apply records retention and disposition policies in the system(s) to support records accessibility, reliability, integrity, and disposition.</p>	
<p><b>Disposition of Temporary Records</b></p> <p>Will the records/data or a composite be automatically or manually deleted once they reach their approved retention?</p>	<p>The system maintains a record retention function that can identify records in the below-mentioned categories that are ready for disposal. The FOIA team will then manually delete the records.</p> <p>Temporary. Destroy 6 years after final agency action or 3 years after final adjudication by the courts, but longer retention is authorized if required for business use.</p> <p>Temporary. Destroy 6 years after date of last entry of final action by agency, but longer retention is authorized if required for business use.</p>
<p><b>Disposition of Permanent Records</b></p> <p>Will the records be exported to an approved format and transferred to the National Archives based on approved retention and disposition instructions?</p> <p>If so, what formats will be used?</p> <p><a href="#">NRC Transfer Guidance (Information and Records Management Guideline - IRMG)</a></p>	

**Note:** Information in *Section 6, Records and Information Management-Retention and Disposal* does not need to be fully resolved for final approval of the privacy impact assessment.

## 7 Paperwork Reduction Act

The Paperwork Reduction Act (PRA) of 1995 requires that agencies obtain an Office of Management and Budget (OMB) approval in the form of a "control number"—before promulgating a paper form, website, surveys, questionnaires, or electronic submission from 10 or more members of the public. If the data collection is from federal employees regarding work-related duties, then a PRA clearance is not necessary.

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**7.1 Will the project be collecting any information from 10 or more persons who are not Federal employees?**

Yes

**7.2 Is there any collection of information addressed to all or a substantial majority of an industry (i.e., Fuel Fabrication Facilities or Fuel Cycle Facilities)?**

No

**7.3 Is the collection of information required by a rule of general applicability?**

Yes, the collection of information using FOIAXpress is included in the clearance for 10 CFR Part 9 under OMB Control Number 3150-0043. FOIAXpress contains the online version of NRC Form 507.

The collection of fees using Pay.gov is covered by the clearance with OMB Control Number 3150-0190.

The collection of social security numbers for dose records is covered by the clearance for NRC Form 4 under OMB Control Number 3150-0005.

*Note: For information collection (OMB clearances) questions: contact the NRC's Clearance Officer. Additional guidance can be found on the NRC's internal Information Collections Web page at: <https://intranet.nrc.gov/ocio/33456>.*

***STOP HERE - The remaining pages will be completed by the Privacy Officer, Records Management, and Information Collections Team.***

FOIAXpress	Version 2.1
Privacy Impact Assessment	04/15/2024

## 8 Privacy Act Determination

**Project/System Name:** FOIAXpress

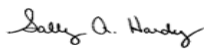
**Submitting Office:** FOIA Team

### Privacy Officer Review

Review Results		Action Items
<input type="checkbox"/>	This project/system <b>does not contain PII.</b>	<b>No further action</b> is necessary for Privacy.
<input type="checkbox"/>	This project/system <b>does contain PII</b> ; the Privacy Act does <b>NOT</b> apply, since information is NOT retrieved by a personal identifier.	<b>Must be protected with restricted access</b> to those with a valid need-to-know.
<input checked="" type="checkbox"/>	This project/system <b>does contain PII</b> ; the <b>Privacy Act does apply.</b>	<b>SORN is required-</b> Information is <b>retrieved</b> by a personal identifier.

**Comments:**

Information is covered under System of Records Notice NRC 10 – Freedom of Information Act (FOIA) and Privacy Act (PA) Request Records.


Reviewer's Name	Title
 Signed by Hardy, Sally on 06/06/24	Privacy Officer

## 9 OMB Clearance Determination

### NRC Clearance Officer Review

Review Results	
<input type="checkbox"/>	No OMB clearance is needed.
<input type="checkbox"/>	OMB clearance is needed.
<input checked="" type="checkbox"/>	Currently has OMB Clearance. Clearance Nos. 3150-0043, 3150-0190, 3150-0005

**Comments:**


Reviewer's Name	Title
 Signed by Cullison, David on 06/04/24	Agency Clearance Officer

## 10 Records Retention and Disposal Schedule Determination

### Records Information Management Review

Review Results	
<input type="checkbox"/>	No record schedule required.
<input type="checkbox"/>	Additional information is needed to complete assessment.
<input type="checkbox"/>	Needs to be scheduled.
<input checked="" type="checkbox"/>	Existing records retention and disposition schedule covers the system - no modifications needed.

**Comments:**

Reviewer's Name	Title
 Signed by Dove, Marna on 05/08/24	Sr. Program Analyst, Electronic Records Manager

## 11 Review and Concurrence

Review Results	
<input type="checkbox"/>	This project/system <b>does not</b> collect, maintain, or disseminate information in identifiable form.
<input checked="" type="checkbox"/>	This project/system <b>does</b> collect, maintain, or disseminate information in identifiable form.

I concur with the Privacy Act, Information Collections, and Records Management reviews.



Signed by Feibus, Jonathan  
on 06/07/24

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Director  
Chief Information Security Officer  
Cyber Information Security Division  
Office of the Chief Information Officer

FOIAXpress	Version 2.1
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## ADDITIONAL ACTION ITEMS/CONCERNS

<b>Name of Project/System:</b> FOIAXpress	
<b>Date CISD received PIA for review:</b>  April 16, 2024	<b>Date CISD completed PIA review:</b>  June 4, 2024
<b>Action Items/Concerns:</b>          	
<p><i>Copies of this PIA will be provided to:</i></p> <p><i>Gwen Hayden</i>  <i>Acting Director</i>  <i>IT Services Development and Operations Division</i>  <i>Office of the Chief Information Officer</i></p> <p><i>Katie Harris</i>  <i>Acting Deputy</i>  <i>Chief Information Security Officer (CISO)</i>  <i>Office of the Chief Information Officer</i></p>	