

DEPARTMENTAL MANUAL

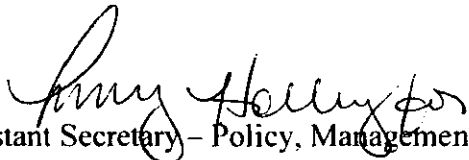


TRANSMITTAL SHEET

PART 383 DM 15	SUBJECT INFORMATION RESOURCES MANAGEMENT Public Access to Records Freedom of Information Act Policy, Responsibilities, and Procedures	RELEASE NUMBER 3964
FOR FURTHER INFORMATION, CONTACT Office of the Chief Information Officer		DATE FEB 13 2013

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release 383 DM 15 Freedom of Information Act Policy, Responsibilities, and Procedures, corrects and replaces 383 DM 15, dated, 02/08/2013 Release # 3963. An incorrect file was inadvertently posted on ELIPS. The incorrect file contains language in paragraph 15.5D that reads as follows: "The FOIA and PA Appeals Officer are responsible for.....". The correct file and correct statement reads "The FOIA and PA Appeals Officer is responsible for.....".


Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:
383 DM 15
(2 sheets,
Appendices 1 and 2;
Illustration 1)

Insert:
383 DM 15
(4 sheets)