

# DEPARTMENTAL MANUAL



## TRANSMITTAL SHEET

|  |   |                        |
|--|---|------------------------|
| PART<br>383 DM 15  | SUBJECT<br>INFORMATION RESOURCES MANAGEMENT<br>Public Access to Records<br>Freedom of Information Act Policy, Responsibilities,<br>and Procedures | RELEASE NUMBER<br>4049 |
| FOR FURTHER INFORMATION, CONTACT<br>Office of the Chief<br>Information Officer |   | DATE<br>AUG 05 2016    |

### EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release 383 DM 15 updates the policy and guidance for employees to carry out their responsibilities under the Freedom of Information Act (FOIA), as amended (5 U.S.C. 552). In addition to minor edits, highlights of the primary revisions include:

- Updating the Department's FOIA appeals process as a result of amendments to the Department's FOIA regulations.
- Changing "FOIA Senior Specialist(s)" to "other staff".
- Updating the language with regard to "tracking and managing" to clarify that tracking and managing must be performed in the Electronic FOIA tracking system (EFTS).
- Updating language to add the word "forwarding" along with the word "referring" when bureaus/offices refer a request to another bureau.
- Updating language to add that the O/S FOIA Officer must also consult with the Department FOIA Policy Staff on requests for records from multiple bureaus.
- Adding a new requirement to notify the Department FOIA Policy Staff of EFTS concerns.
- Adding a new section on the FOIA Merit Award.
- Updating the Department's FOIA website address.
- Adding language to include the Office of Government Information Services when reporting to the Department of Justice on the Department's FOIA activities and performance.
- Adding the responsibility for the Chief FOIA Officer to serve on the Chief FOIA Officers Council.

Principal Deputy Assistant Secretary – Policy, Management and Budget

### FILING INSTRUCTIONS:

Remove:  
383 DM 15 (4 Sheets)

Insert:  
383 DM 15 (4 Sheets)