FOIA-2009-000789
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Ogbazghi, Joan

From: FOIA-Central@hq.doe.gov
Sent: Monday, September 21, 2009 10:30 AM
To: FOIA-Central
Subject: DOE Headquarters FOIA Request

SEP 2 2 2009
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COMMERCIAL SEARCH REVIEW & REPRODUCTION

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Record Description:

Pursuant to the Freedom of Information Act, 5 U.S.C. § 552, I request that photocopies of the following records be sent to me at the above address:

All documents related the grant-writing and publication policies in place from 1985-1991, including general DOE grant indexing policies as well as policies for the release of information pertaining to Proposals, Abstracts, and Reports. Please include any and all DOE policies for maintaining and promulgating, both internally and to the public, Abstract Listings and Daily Abstract Listings as well as any and all DOE policies for maintaining and promulgating, both internally and to the public, any type of lists of Proposals and Reports, including Final Reports, and the form of such lists. Additionally, please include any and all policy statements pertaining to the deeming "public" of any and all Proposals, Abstracts, and Reports; whether the public, during the relevant time period, would have been able to access such documents, and, if so, the manner in which such access was granted.

I believe that this information should exist in policy manuals published annually, and information relating to each year in question should be provided, with particular attention paid to any scenario in which a policy changed.

If you regard any of the records requested as exempt from disclosure, please segregate the nonexempt portions and release those. In addition, if any records or portions thereof require internal review on the issue of exemption, please release any "clearly releasable" records (limited or redacted as necessary) first, pending such determination. In the event of a denial to release any records, please include in your letter enough information to appeal the denial. In accordance with the minimum requirements of administrative due process, this information should identify: (i) the subject matter, originator, addressee, date and length of the withheld material, and (ii) the legal and factual basis for the denial.

I agree in advance to pay search and copying fees up to $500. If you expect the fees to exceed this amount, or if you need further explanation as to the nature or scope of this request, please contact me at the telephone number above.

Thank you for your assistance with this request.

Preferred Form or Format:

Type of Requester (if provided):

Sheila

FOIA-2009-000789

An individual seeking information for personal use and not for commercial use.

per requester

Fees and Fee Waivers:

I agree to pay up to a specified amount for fees. Enter amount $ 500.00

Waiver or Reduction of Fees Factors (if provided):

Expedited Processing:

Specific Justification for Expedited Processing: