



Welcome to the National Archives Know Your Records program!

Handouts

Download additional materials at
www.archives.gov/calendar/know-your-records

Captioning

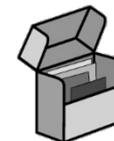
To access live, real-time captioning,
please navigate to the following URL
into a separate browser window

<http://www.streamtext.net/player?event=030216nara200pm>

www.archives.gov/calendar/know-your-records



About the National Archives



KNOW YOUR RECORDS
National Archives and Records Administration

The National Archives and Records Administration (NARA) is the nation's record keeper. Of all the documents and materials created in the course of business conducted by the United States Federal government, only 1%–3% are determined permanently valuable. Those valuable records are preserved and are available to you, whether you want to see if they contain clues about your family's history, need to prove a veteran's military service, or are researching an historical topic that interests you.



KNOW YOUR RECORDS

National Archives and Records Administration

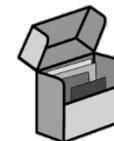


KNOW YOUR RECORDS
National Archives and Records Administration

THE KNOW YOUR RECORDS PROGRAM consists of free events with up-to-date information about our holdings. Events offer opportunities for you to learn about the National Archives' records through ongoing lectures, monthly genealogy programs, and the annual genealogy fair. Additional resources include online reference reports for genealogical research and the newsletter *Researcher News*.



March 2, 2016



KNOW YOUR RECORDS
National Archives and Records Administration

Freedom of Information Act Requests at the National Archives

Martha Murphy & Joseph Scanlon

In recognition of Sunshine Week, National Archives Special Access/Freedom of Information Act (FOIA) Staff manager **Martha Murphy** and FOIA & Privacy Officer **Joseph Scanlon** discuss how we respond to FOIA requests.

Biographies of Presenters



Joseph A. Scanlon

FOIA &
Privacy Officer

Mr. Scanlon has been the FOIA and Privacy Act Officer of the National Archives since November 2010. He also serves as our Alternate Liaison to the Interagency Security Classification Appeal Panel. Mr. Scanlon has an M.A. in Public Administration from American Public University and B.A. in Government and Politics from the University of Maryland.



Martha Murphy

Special Access/
FOIA Staff Manager

Martha Murphy began working at the National Archives in 1991 after receiving her BA in History from Loyola College in Baltimore and MA in US History from Loyola University in Chicago. She joined the Special Access and FOIA Branch in 1995 and currently oversees the work of its 20 members and provides access policy for Research Services.

The Freedom of Information Act and NARA



Brief History of Access at NARA



Legal Authorities



- **Freedom Of Information Act – Access Statute that applies to all Executive Branch agencies, including NARA**
- **CFR – NARA General Restrictions – Mirrors the FOIA**
- **Presidential Records Act of 1978 – (PRA)**

FOIA and NARA's General Restrictions

FOIA's Nine Categories

- (b)(1) properly classified national security material.
- (b)(2) relates to internal rules and practices and that by obtaining the information someone could circumvent a rule or requirement (ex. IRS formula for who gets audited).
- (b)(3) covers information that is specifically exempted by another statute, such as Grand Jury information, census data less than 72 years old, Taxpayer information, or Intelligence Sources and Methods.
- (b)(4) trade secrets or commercial business information
- (b)(5) is privileged information—such as “pre-decisional” “attorney-client,” or “doctor-patient” information.
- (b)(6) contains personal or medical files the release of which would cause a clearly unwarranted invasion of personal privacy.
- (b)(7) is compiled for law enforcement purposes and:
 - a) would interfere with ongoing law enforcement proceedings;
 - b) would deprive a person of a fair trial;
 - c) could reasonably be expected to constitute an unwarranted invasion of privacy;
 - d) could reasonably be expected to disclose the identity of a confidential source;
 - e) would disclose techniques and procedures for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law.
 - f) could reasonably be expected to endanger the lives or physical safety of any individual
- (b)(8) certain documents used in regulating financial institutions
- (b)(9) geologic and geophysical information concerning wells.

eCFR — Code of Federal Regulations - Windows Internet Explorer

http://www.ecfr.gov/c

usdoj OIP OIP Guidance D... Position Description Library

person r... eCFR ...

§1256.46 National security-classified information.

In accordance with 5 U.S.C. 552(b)(1), NARA cannot disclose records containing information regarding defense or foreign policy that is properly classified under the provisions of the pertinent Executive Order National Security Information and its implementing directive (Executive Order 12958, as amended).

[Back to Top](#)

§1256.48 Information about internal agency rules and practices.

(a) NARA may withhold from disclosure, in accordance with 5 U.S.C. 552(b)(2), the following:

(1) Records that contain information on substantial internal matters of agencies that, if disclosed, circumvention of a legal requirement, such as a statute or an agency regulation.

(2) Records containing information that states or assesses an agency's vulnerability to outside information. NARA withholds records that identify agency programs, systems, or facilities deemed most sensitive. NARA withholds records describing specific measures that can be used to counteract such agency vulnerability.

(b) The Archivist of the United States may determine that this general restriction does not apply to records because enough time has passed that agency statutes or regulations would not be compromised and facilities would not be harmed.

[Back to Top](#)

§1256.50 Information exempted from disclosure by statute.

In accordance with 5 U.S.C. 552(b)(3), NARA withholds records containing information that is specifically exempt from disclosure by statute when that statute:

(a) Requires withholding information from the public, leaving no discretion; or

(b) Establishes particular criteria for withholding or refers to particular types of matters to be withheld.

[Back to Top](#)

§1256.52 Trade secrets and commercial or financial information.

In accordance with 5 U.S.C. 552(b)(4), NARA may withhold records that contain trade secrets and commercial or financial information, obtained from a person, that is privileged or confidential. Such records may be disclosed if:

(a) The person who provided the information agrees to its release; or

Presidential Libraries

<http://www.archives.gov/locations>

The screenshot shows a web browser window displaying the National Archives website. The address bar shows www.archives.gov/locations/. The page title is "Locations Nationwide". Below the title, there is a navigation menu with options: "All Locations", "Research In Person", "Manage Federal Records", "Visit Presidential Libraries", and "Affiliated Archives". The main content area lists five Presidential Libraries:

- Herbert Hoover Library**
210 Parkside Drive, West Branch, IA 52358
Available services: Presidential Library and Museum
Get Directions Visit Web Site
- Franklin D. Roosevelt Library**
4079 Albany Post Rd., Hyde Park, NY 12538-1999
Available services: Presidential Library and Museum
Get Directions Visit Web Site
- Harry S. Truman Library**
500 W. U.S. Hwy 24, Independence, MO 64050-1798
Available services: Presidential Library and Museum
Get Directions Visit Web Site
- Dwight D. Eisenhower Library**
200 SE. Fourth Street, Abilene, KS 67410-2900
Available services: Presidential Library and Museum
Get Directions Visit Web Site
- John Fitzgerald Kennedy Library**

To the right of the list is a map interface with a "SELECT A LOCATION" dropdown menu. The dropdown menu is open, showing two options: "Adelphi Rd, Hyattsville, MD 20783" and "8601 Adelphi Rd, College Park, MD 20783". The map shows the United States with a scale bar indicating 2500 miles. The Bing logo is visible at the bottom of the map interface.

Below the map, there is an "Operating Status" section with an information icon and text: "Check the Facebook pages and Twitter or call 301-837-0700 in the DC area. Nationwide Federal government operating status updates are available on the OPM website." Below this is a "News and Notices" section with links for "Recent News" and "Research-Related News".

The Windows taskbar at the bottom shows the time as 9:49 AM and includes icons for various applications and system utilities.

The National Archives Catalog Description



Classification 100 (Domestic Security) Case Files, 1939 - 1984 - Windows Internet Explorer

http://research.archives.gov/description/5928189

usdoj OIP OIP Guidance D... Position Description Library FOIA.gov - Freedom of Inf... Web Slice Gallery (b)(3) list of statutes Access to Archival Databa...

Classification 100 (Domestic Security) Case Files, ...

Tags Contributed by the Public

Log in to add a tag

Tagging Policy | FAQ

HMS Entry Number(s): P 133

Creator(s): Department of Justice. Federal Bureau of Investigation. Cincinnati (Ohio) Field Division. (1935? -) (Most Recent)

From: Record Group 65: Records of the Federal Bureau of Investigation, 1896 - 2008

Details

Level of Description: Series

Type(s) of Archival Materials: Photographs and other Graphic Materials
Textual Records

The creator compiled or maintained the series between: 1939 - 1984

Other Title(s): Classification 100 (Domestic Security), Field Office Case Files - Cincinnati, Ohio

General Note(s): The Federal Bureau of Investigation (FBI) formally established Classification 100 following a Presidential Directive in 1939 which designated the FBI as the "clearing house" for matters of national defense and general domestic intelligence. During the years 1940-1970, the FBI focused largely on investigations of Communist and Soviet organizations and individuals. In the 1970s, the focus broadened to include investigations of New Left organizations, revolutionaries and urban terrorists. Due largely to Watergate and an audit by the General Accounting Office (GAO), the Attorney General issued new and more restrictive guidelines for domestic security investigations. This included a requirement that all open cases be reported to the Attorney General within 90 days of the initiation of a new investigation. As a result, the number of cases opened under this classification declined significantly.

Arrangement: Arranged loosely numerically by case file number with gaps.

Access Restriction(s): Restricted - Fully
Specific Access Restriction: FOIA (b)(1) National Security
Top Secret
Specific Access Restriction: FOIA (b)(6) Personal Information
Specific Access Restriction: FOIA (b)(7) Law Enforcement
Note: These records must be screened for personal privacy, law enforcement, and national security information under 5 U.S.C. 552 (b) prior to public release.

Use Restriction(s): Restricted - Possibly
Specific Use Restriction: Copyright
Note: Published material found in this series may be subject to copyright restrictions. Researchers should contact the publisher for further information.

Done

Trusted sites | Protected Mode: Off

100%

10:53 AM

National Personnel Records Center

<http://www.archives.gov/veterans/military-service-records/>



The screenshot shows a web browser window with the URL www.archives.gov/veterans/military-service-records/. The page features the National Archives logo and navigation links: Research Our Records, Veterans Service Records, Teachers' Resources, Our Locations, and Shop Online. A search bar is present with the text "Search Archives.gov" and a "GO" button. The main heading is "Veterans Service Records" with a sub-heading "Request Your Military Service Records Online, by Mail, or by Fax". Below this, it states "(Includes DD 214/Separation Documents, Personnel Records, Replacement Medals, and/or Medical Records)". A sidebar on the left lists various service record options. The main content area includes a call to action to "Submit your request ONLINE with eVetRecs." and "Submit your request by MAIL or FAX using the SF-180 Form." with a PDF icon. At the bottom, there are buttons for "Instructions - Table of Contents" and "Need Help?". The system tray at the bottom shows the time as 3:34 PM.

Start Your Military Service x

www.archives.gov/veterans/military-service-records/

Apps ★ Bookmarks Quicktime NARA@work https://webfpps.abc...

Blogs | Bookmark/Share | Contact Us

Search Archives.gov GO

Research Our Records Veterans Service Records Teachers' Resources Our Locations Shop Online

Veterans Service Records

Home > Veterans Service Records > Military Service Records

Request Service Records

- Start Your Service Record Request
- eVetRecs Help
- Other Methods to Obtain Service Records
- Special Notice Regarding Requests

Military Service Records

- About Service Records
- Correcting Service Records
- Medical and Health Records
- Locations of Service Records
- Older (pre-WWI) Service Records
- What Records are NOT Available?

Request Your Military Service Records Online, by Mail, or by Fax

(Includes DD 214/Separation Documents, Personnel Records, Replacement Medals, and/or Medical Records)

*Review the **Instructions** Before you Begin!* Looking for Pre-WWI Service Records?

Submit your request **ONLINE** with eVetRecs.
(Written signature by mail or fax is required.)

Submit your request by **MAIL or FAX** using the SF-180 Form.

Instructions - Table of Contents

Need Help?

Privacy and Security of

3:34 PM

Congress and the Courts



How to File a FOIA



• From: <FOIA_requester@aol.com>
Date: Mon, Feb 1, 2016 at 3:42 PM
Subject: FOIA USS Albert T. Harris DE-447
To: specialaccess_foia@nara.gov

•
• Dear FOIA Staff:

• My father and I are currently writing a book about his service aboard the destroyer escort USS *Albert T. Harris* (DE-447) during World War II. We have already received the Deck Logs and available War Diaries from the NARA. In reviewing the information provided it appears that a few months of War Diaries are still classified. I have attached the WAR DIARY - OFFICE OF NAVAL RECORDS AND LIBRARY USS ALBERT T. HARRIS DE447 sheet that shows the missing months.

•
• Under the FIOA I would like to request the following in hardcopy:

• [WAR DIARY USS *Albert T. Harris* \(DE-447\) JULY 1-31, 1945](#)
• [WAR DIARY USS *Albert T. Harris* \(DE-447\) AUGUST 1-31, 1945](#)
• [WAR DIARY USS *Albert T. Harris* \(DE-447\) SEPTEMBER 1-30, 1945](#)
• [WAR DIARY USS *Albert T. Harris* \(DE-447\) DECEMBER 1-31, 1945](#)

• I look forward to your response.

• Sincerely,

• Nancy Foiason

• 48 Cherry Tree Lane

• Springfield, IL 12345

•

Where to File your FOIA



- FOIAonline
- NARA Administrative Records – foia@nara.gov
- Military Personnel Files -
<http://www.archives.gov/veterans/military-service-records/>
- NARA Executive Branch-
specialaccess_foia@nara.gov
- NARA Presidential Records – contact the specific
Library of Interest:
<http://www.archives.gov/locations/>

Questions?



Sunshine Week!!



SUNSHINE WEEK 2016
at the
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Celebrate 50 Years of Freedom of Information Act (FOIA) and OpenGov + Technology

1:00: Archivist of the United States

1:10: Opening Remarks Speaker To Be Announced

1:40: Recent FOIA Litigation

- Richard Huff, Former Co-Director, Office of Information Policy at the Department of Justice

2:00: Break

2:10: Panel: Using Technology to Open Government from the Outside

2:50: Panel: Technology and Innovation from Inside Government

3:30: Break

3:40: Talks on the Future of Technology and Open Government

- Andrew Lih Associate Professor, American University School of Communications
- Archon Fung, Academic Dean and Ford Foundation Professor of Democracy and Citizenship, John F. Kennedy School of Government
- Megan Smith, United States Chief Technology Officer (by video)

Monday, March 14, 2016 from 1 - 4:30 pm

William G. McGowan Theater, National Archives, Washington, DC
enter through the Special Events entrance on Constitution Avenue at 7th St., NW



KNOW YOUR RECORDS
National Archives and Records Administration

Thank you for attending!

If we did not get to your question,
you may submit it to inquire@nara.gov

Today's video recording and materials
will remain available at
www.archives.gov/calendar/know-your-records



KNOW YOUR RECORDS
National Archives and Records Administration

www.archives.gov/calendar/know-your-records