

DRAFT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Revised FOIA Regulation for Publication in CFR

27-249PX

FROM:

[Redacted]

EXTENSION

NO.

DATE

23 November 1987

TO: (Officer designation, room number, and building)

Information & Privacy Coordinator

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA/EXA *23 NOV 1987* *11/27* *CO*

Attached for your review is the revised CIA FOIA Regulation for publication in the Code of Federal Regulations (CFR).

3. DDA *WAD*

This is the "Final Rule" and follows the promulgation of our "Proposed Rule" some months ago. This was required in light of the passage of the Freedom of Information Reform Act of 1986 (FOIRA) which made substantial changes in the area of fees and fee waivers. We have also taken this opportunity to revise the entire regulation in order to include a number of provisions of benefit to the Agency.

5. EXA *12/2 CO*

7. *File*

Although many of the addressees have reviewed and approved of the draft version of this "Final Rule", we would appreciate your final inspection and advice.

11. *70-3*

In light of pending litigation, we would plan to submit this regulation for signature by the DDA no later than 30 November and to submit for publication no later than 2 December 1987.

Some format changes; OGC also had a few changes

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Billing Code 6310-02-M

CENTRAL INTELLIGENCE AGENCY
32 CFR Part 1900

Public Access to Documents and Records and Declassification Requests

AGENCY: Central Intelligence Agency

ACTION: Final rule.

SUMMARY: Part 1900 of Title 32 CFR was last published in full text in the Federal Register on 12 January 1983 (Vol. 48, No. 8, p. 1293). Since then, there have been several substantive amendments and more recently proposed amendments affecting those portions of the regulation relating to fees as required by the Freedom of Information Reform Act (FOIRA) of 1986. For the benefit of the public, Part 1900 is being republished with all current amendments and revisions, including a number of grammatical changes as well as technical and/or administrative changes to clarify or more accurately reflect applicable procedures.

EFFECTIVE DATE: [insert date of publication]

FOR FURTHER INFORMATION CONTACT:

Lee S. Strickland
Information and Privacy Coordinator
Central Intelligence Agency
Washington D.C. 20505
Telephone: (703) 351-2083

SUPPLEMENTARY INFORMATION: The policies and procedures of the Central Intelligence Agency (CIA or Agency) for handling requests for CIA records under the Freedom of Information Act (FOIA) are published in 32 C.F.R. Part 1900. This final rule, in part, hereby amends those portions of the

regulation concerned with fees charged for records services in response to FOIA requests to be consistent with the provisions of the FOIRA and is issued subsequent to formal public notice and comment. During the comment period, written comments were received from a number of individual journalists and organizations. These comments were generally critical of the OMB and Department of Justice guidelines on fee regulations under FOIRA which were considered by the Agency in adopting these regulations. For example, the definitions in the proposed regulations of "commercial use", "representative of the news media", "educational institution", and "freelance journalist" were argued to be too restrictive. In addition, the fee waiver guidelines were also argued to be too restrictive. The comments were duly considered in drafting the final rule published herein. To accomplish the purposes of the FOIRA it will be necessary to modify §§1900.3 (Definitions) and 1900.25 (Fees for Records Services). The amended fee schedule reflects recommended adjustments for agency-wide charges that are permitted by law and the remaining charges are based on the government-wide schedule. The increases in fee schedule charges more accurately reflect current, direct costs. In addition, the FOIRA specifies two basic requirements for qualification for a waiver or reduction of chargeable fees. This amendment also sets forth the factors which will be used in making such determinations.

This final rule also amends the remaining sections of Part 1900 by incorporating into the regulation a number of grammatical changes as well as a number of technical and/or administrative changes to clarify or reflect more accurately applicable procedures and practices. It has been determined that invitation of public comment on these changes to the Agency's implementing regulations prior to adoption would be impracticable and unnecessary, and it is therefore not required under the public rulemaking provisions of the Administrative Procedures Act, 5 U.S.C. §553. Interested persons, however, are invited to comment in writing on these changes. All written comments received will be considered in making subsequent amendments or revisions to these regulations. Changes may be initiated on the basis of comments received. Written comments should be addressed to Lee S. Strickland, Information and Privacy Coordinator, Central Intelligence Agency, Washington, D.C. 20505.

Lastly, it has been determined that this final rule is not a "major rule" - within the criteria specified in section 1(b) of Executive Order 12291 and does not have substantial impact on the public. In addition, this rule does not contain a collection of information for purposes of the Paperwork Reduction Act.

LIST OF SUBJECTS IN 32 CFR PART 1900:

Freedom of Information

Accordingly, 32 CFR Part 1900 in its entirety is revised and reads as follows.

PART 1900-PUBLIC ACCESS TO DOCUMENTS AND RECORDS AND DECLASSIFICATION REQUESTS

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- §1900.1 Purpose and authority.
- §1900.3 Definitions.
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- §1900.33 Processing expressions on interest.
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- §1900.61 Access for historical research.
- §1900.63 Suggestions and complaints.

AUTHORITY: National Security Act of 1947, as amended; Central Intelligence Agency Act of 1949, as amended; Freedom of Information Act, as amended; CIA Information Act of 1984; and Executive Order 12356.

General

§1900.1 Purpose and authority.

This part is issued under the authority of and in order to implement: §102 of the National Security Act of 1947, as amended (50 U.S.C. §403); the Central Intelligence Agency Act of 1949, as amended (50 U.S.C. §403a et seq.); the Freedom of Information Act, as amended (5 U.S.C. §552); the CIA Information Act of 1984 (50 U.S.C. §431); and Executive Order 12356 (3 CFR 2 April 1982) It prescribes procedures for:

- (a) Requesting records pursuant to the Freedom of Information Act;
- (b) Requesting the declassification of documents pursuant to Executive Order 12356;
- (c) Filing an administrative appeal of a denial of a mandatory review request under Executive Order 12356 or an initial request under the Freedom of Information Act;
- (d) The prompt and expeditious processing of such requests and appeals; and
- (e) Requesting estimates and advice prior to actually requesting records, thus affording protection against unanticipated fees.

This part is also designed to assist Central Intelligence Agency management at all appropriate echelons to allocate resources to perform the functions, duties and responsibilities of the Central Intelligence Agency prescribed by and pursuant to law, including in particular those situations where it is deemed necessary to choose among conflicting requirements, duties and responsibilities.

§1900.3 Definitions.

For the purpose of this part, the following terms have the meanings indicated:

- (a) "Agency" includes any executive department, military department or other establishment or entity included in the definition of agency in subsection 552(e) of Title 5 of the United States Code;
- (b) "Coordinator" means the Central Intelligence Agency Information and Privacy Coordinator;
- (c) "Expression of interest" means a written communication submitted by a potential requester pursuant to §1900.23 to indicate an interest in requesting records;
- (d) "Freedom of Information Act" means §552 of Title 5 of the United States Code, as amended;
- (e) "Executive Order" means Executive Order 12356 (3 CFR 2 April 1982);
- (f) "Potential requester" means a person, organization or other entity who submits an expression of interest in accordance with §1900.23;
- (g) "Records," with reference to records of the Central Intelligence Agency, includes all papers, maps, photographs, machine readable records, and other documentary materials regardless of physical form or characteristics made or received by the Central Intelligence Agency in pursuance of federal law or in connection with the transaction of public business and appropriate for preservation by the Central Intelligence Agency as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Agency or because of the informational value of data contained therein. But the term does not include:
- (1) Index, filing and museum documents made or acquired and preserved solely for reference, indexing, filing or exhibition purposes;
 - (2) Routing and transmittal sheets and notes and filing instructions and notes which do not also include information, comment or statement of substance or policy;
 - (3) Books, newspapers, magazines, and similar publications and clippings and excerpts from any such publications;
 - (4) Records not originated by the CIA and subject to the continued control of the originator (such records will be referred to the originator for a disposition pursuant to §1900.43).
- (h) "Records of interest" means records which are responsive to expression of interest or of a request;
- (i) "Work days" means calendar days other than Saturdays and Sundays and legal public holidays.

(j) "Direct costs" means those expenditures which an agency actually incurs in searching for and duplicating (and reviewing in the case of commercial requesters) documents to respond to a FOIA request. Direct costs include, for example, the current salary of the employee performing work (the basic rate of pay for the employee plus 16 percent of that rate to cover benefits) and the cost of operating duplicating machinery. Not included in direct costs are overhead expenses such as costs of space and heating or lighting the facility in which the records are stored.

(k) "Search" includes all time spent looking for material that is responsive to a request, including page-by-page or line-by-line identification of material within documents. Efforts will be made to ensure that search for material is done in the most efficient and least expensive manner so as to minimize costs for both the Agency and the requester. "Search" for the purpose of determining whether a document is responsive is distinguishable from "review" where the objective is to determine whether any of the responsive material is exempt from disclosure. Searches may be done manually or by computer using existing programming.

(l) "Duplication" refers to the process of making a copy of a document necessary to respond to an FOIA request. Such copies can take the form of paper copy, microform, audio-visual materials, or machine readable documentation (e.g., magnetic tape or disk) among others. The copy provided must be in a form that is reasonably usable by requesters.

(m) "Review" refers to the process of examining documents located in response to a request that is for a commercial use (see subparagraph (n), *infra*) to determine whether any portion of any document located is permitted to be withheld. It also includes processing any documents for disclosure (e.g., doing all that is necessary to remove or obliterate any material which is exempt from disclosure and otherwise preparing them for release). Review does not include time spent resolving general legal or policy issues regarding the application of exemptions.

(n) "Commercial use request" refers to a request in which the disclosure sought is primarily in the commercial interest of the requester. It is a request from or on behalf of one who seeks information primarily for the use or purpose that furthers the commercial, trade, or profit interests of the requester or person on whose behalf the request is made. In determining whether a requester is properly included in this category, the Agency will consider and may draw reasonable inferences from the identity and activities of the requester as well as the use to which the requester will put the documents requested.

(o) "Educational institution" refers to an United States preschool, public or private elementary or secondary school, an institution of graduate higher education, an institution of undergraduate higher education, an institution of professional education and an institution of vocational

education which operates a degree-granting, accredited program or programs of scholarly research in recognized fields of study. The criteria to be met to be included in this category, for the purposes of fee waivers, are not satisfied simply by showing that the request is for a library or other records repository. Such requests, like those of other requesters, will be analyzed to identify the particular person who will actually use the requested information in a scholarly or other analytic work and then disseminate it to the general public.

(p) "Non-commercial scientific institution" refers to an institution in the United States that is not operated on a "commercial" basis as that term is referenced in paragraph (n) of this section and which is operated solely for the purpose of conducting natural life or physical sciences research the results of which are not intended to promote any particular product or industry.

(q) "Representatives of the news media" refers to any person actively gathering news for an United States entity that is organized and operated to publish or broadcast news in the United States to the general public. The term "news" means information that is about current events or that would be of current interest to the general public. Examples of news media entities include television or radio stations broadcasting to the public at large and publishers of printed periodicals (but only in those instances when they qualify as disseminators of "news") who make their products available for purchase or subscription by the general public and whose products are, in fact, received by a significant element of the general public. These examples are not intended to be all-inclusive. Moreover, as traditional methods of news delivery evolve (e.g., electronic dissemination of newspapers through telecommunications services), such alternative media would be included in this category. In the case of "freelance" journalists, they may be regarded as working for a news organization if they can demonstrate a solid basis for expecting publication through that organization, even though not actually employed by it. A publication contract would be the clearest proof, but the requester's past publication record may also be relevant evidence of the requester's status.

§1900.5 Organization; requests and submittals.

The headquarters of the Central Intelligence Agency is located in Fairfax County, VA. Functions are channeled and determined by regular chain-of-command procedures. Except as provided by this regulation, there are no formal or informal procedural requirements regarding public access to Agency records. Requests and other submittals should be addressed to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505.

Requesting Records

§ 1900.11 Freedom of Information Act and Executive Order communications; requirements as to form.

(a) Any communication to the CIA or to the Director of Central Intelligence under the Freedom of Information Act or Executive Order 12356 should be addressed to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505

This address should appear on the envelope or other folder or package in which the communication is transmitted. It should also be included as the addressee of the letter or other communication or be clearly set forth in the text of the communication.

(b) Any request for records under the Freedom of Information Act (§1900.21), expression of interest in requesting records (§1900.23) or request for declassification of records under Executive Order 12356 shall be in writing and shall be addressed as prescribed by §1900.11(a). The Coordinator may, but need not, waive the requirements as to address.

(c) The request or expression of interest shall reasonably describe the records of interest and, in the case of mandatory declassification review, requests shall identify the document(s) with specificity such as by National Archives and Records Administration (NARA) Document Accession Number or other applicable, unique document identifying number.

(d) Any request or communications to an agency other than the Central Intelligence Agency which concerns documents, records or information originated by the CIA and referred to the CIA, shall be considered a Freedom of Information request to the CIA for that referred document as of date of receipt by the CIA of the referral, and shall be processed pursuant to regulations.

§ 1900.21 Identification of persons requesting information under the provisions of Executive Order 12356.

Pursuant to section 3.4(a)(1) of Executive Order 12356, a mandatory declassification review request can be made only by a United States citizen or permanent resident alien, a federal agency or a State or local government. This Agency shall require sufficient identifying information from the requester to authenticate the requester's qualifications.

§ 1900.23 Pre-request option: estimates of charges.

(a) In order to avoid being faced with unanticipated sizeable charges, interested persons and entities may defer the submission of requests for records and first submit a written request, in accordance with the procedures prescribed by §1900.11, for an estimate of charges likely to be incurred if the records are requested.

(b) Notice is hereby given that a requester may be liable for the payment of search charges, in accordance with the fee schedule and provisions of §1900.25, even if search for requested records locates no such records and even if some or all of requested records which are located are denied the requester under one or more exemptions of the Freedom of Information Act or Executive Order 12356. In determining whether to exercise the option under §1900.21 or §1900.23(a), interested persons and entities are urged to take into consideration the fact of possible liability.

§1900.25 Fees for records services.

(a) Search, review, and duplication fees will be charged in accordance with the schedule set forth in subparagraph (c) of this section for services rendered in responding to requests for Agency records under this part. To the extent possible, the most efficient and least costly methods will be used to comply with requests for documents made under the FOIA. Records will be furnished without charge or at a reduced rate whenever the Coordinator determines that a waiver or reduction is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the United States government and is not primarily in the commercial interest of the requester. The Coordinator shall consider the following factors in making his determination:

(1) Whether the subject of the requested records concerns the operations or activities of the United States government; and, if so,

(2) Whether the disclosable contents of the requested documents are likely to contribute to an understanding of United States government operations or activities; and, if so,

(3) Whether the disclosable contents of the requested documents will contribute to public understanding of United States government operations or activities; and, if so,

(4) Whether the disclosable contents of the requested documents are likely to contribute significantly to public understanding of United States government operations and activities; and,

(5) Whether the requester has a commercial interest that would be furthered by the requested disclosure; and, if so,

(6) Whether the disclosure is primarily in the commercial interest of the requester.

The Coordinator may also waive or reduce the charge whenever he determines that the interest of the government would be served thereby. Fees shall not be charged where they would amount, in the aggregate, for a request or for a series of related requests, to less than \$6.00.

Denials of requests for fee waivers or reductions may be appealed by writing to the Chairman of the Information Review Committee, via the Coordinator. Requests for fee waivers or reductions or appeals of such decisions will not be considered after a requester has given his commitment to pay fees and/or processing costs have been incurred by the CIA.

(b) In order to protect the requester and the Agency from large, unexpected fees, when the anticipated charges will amount to more than \$25.00 and the requester has not indicated his willingness to pay applicable fees, the processing of the request shall be suspended until the requester indicates his willingness to pay. The requester shall be notified and asked for this commitment to pay all reasonable search and duplication (and when appropriate, review) fees. At his option, the requester may indicate in advance a dollar limitation to the fees he is prepared to pay. In such an event, the Coordinator shall initiate a search of the system or systems of records deemed most likely to produce relevant records, instructing the system managers to discontinue the search as soon as the stipulated amount has been expended. Where an advance limit has not been stipulated, the Coordinator may, at his discretion or at the behest of the requester, compile an estimate of the search fees likely to be incurred in processing a request, or of such portion thereof as can readily be estimated. The requester shall be promptly notified of the amount and be asked to approve its expenditure and guarantee payment thereof. The request shall be cancelled after 60 days if no response is received.

In those cases where the Coordinator estimates that the fees will exceed \$250.00 and the requester has no history of payment, an advance deposit of up to 100 percent of the estimated fees will be required. In all cases where there is reasonable evidence that the requester may possibly fail to pay the fees which would be accrued by processing his request, an advance deposit of 100 percent of the estimated fees will be required. The notice or request for an advance deposit shall extend an offer to the requester whereby he is afforded an opportunity to revise the request in a manner calculated to reduce the fees. Dispatch of such a notice shall suspend the running of the period for response by the Agency until a reply is received from the requester.

Except for requests that are for a commercial use, the Agency will not charge for the first two hours of search time or for the first 100 pages of reproduction. However, a requester or associated requesters may not file a series of multiple requests, which are merely discrete subdivisions of the information he actually seeks, for the purpose of avoiding or reducing applicable fees. When the Coordinator reasonably believes that a requester or a group of requesters acting in concert, is attempting to break a request down into a series of smaller requests solely for the purpose of evading the assessment of fees, the Coordinator may aggregate any such requests and charge accordingly.

(c) The schedule of fees for services performed in responding to requests for CIA records is established as follows:

(1) For each one quarter hour, or fraction thereof, spent by non-professional personnel in searching for a record, \$2.50;

(2) For each one quarter hour, or fraction thereof, spent by professional personnel in searching for a record, \$4.50;

(3) For each one quarter hour, or fraction thereof, spent by professional personnel in reviewing a record in response to a FOIA request, which is primarily commercial, \$4.50;

(4) For each on-line computer search, \$11.00;

(5) For each off-line (batch) computer search of Central Reference Files, \$27.00;

(6) For all other off-line computer searches of Agency files, \$8.00 per minute of Central Processing Unit (CPU) time;

(7) For copies of of paper documents in sizes not larger than 8 1/2 x 14, \$0.10 per copy of each page;

(8) For duplication of non-paper media (film, magnetic tape, diskette, etc.) or any document that cannot be reproduced on a standard office copier, actual direct cost; and

(9) For copies of reports, maps, reference aids, and other Agency publications, actual costs.

(d) Inasmuch as the Agency's systems of records are highly decentralized, several computer searches may be required to process a request, depending upon its scope. The computer search costs given in subparagraph 3(c)(4)-(6) of this section, do not include whatever professional/non-professional search time is needed to determine whether the records located are in fact responsive to the request.

(e) Search fees are assessable even when no records pertinent to the requests, or no releaseable records are found, provided the requester has been advised of this fact and he has, notwithstanding, agreed to incur the costs of search. Individuals associated with or otherwise making requests on behalf of any organizations or other entity or person shall be jointly and severally liable with such party for all applicable search, review, and reproduction costs incurred.

(f) For requests which have accrued search and duplication fees in excess of \$250.00, or where there is reasonable evidence that the requester may possibly fail to pay the accrued fees, then, at the discretion of the Coordinator, the requester may be required to pay the accrued search and duplication fees prior to the actual delivery of the requested records; otherwise, the requester shall be billed for such fees at the time the records

are provided. Payment shall be remitted by check or money order, made payable in U.S. dollars to the Treasurer of the United States, and shall be sent to the Coordinator. No appeals shall be accepted or any additional records services provided to the requester or associated requester until the requester and associated requesters have paid all outstanding charges for services rendered under this CFR Part or corresponding CFR Part for other government agencies or departments. In cases of requesters associated with, acting in concert with, or on behalf of any other individual or organization, such requesters, individuals and organizations shall be jointly and severally liable for all applicable charges.

(g) With the exception of requesters seeking documents for a commercial use, Section 4(A)(iv) of the Freedom of Information Act, as amended, requires agencies to provide the first 100 pages of duplication and the first two hours of search time without charge. Moreover, this section prohibits agencies from charging fees to any requester, including commercial use requesters, if the cost of collecting a fee would be equal to or greater than the fee itself. These provisions work together, so that, except for commercial use requesters, the Agency will not begin to assess fees until after providing the specified free search and reproduction. If the amount of the chargeable fees is equal to or less than the cost of the Agency of billing the requester and processing the fee collected, no charges would result. The elements to be considered in determining the "cost of collecting a fee" are the administrative costs to the Agency of receiving and recording a requester's remittance, and processing the fee for deposit in the Treasury Department's special account. The per-transaction cost to the Treasury to handle such remittances will not be considered in the Agency's determination.

For purposes of these restrictions on assessment of fees, the word "pages" refers to paper copies of a standard Agency size which will normally be "8 1/2 x 11" or "11 x 14." Thus, requesters would not be entitled to 100 microfiche or 100 computer diskettes, for example, but rather such microfiche, diskettes, or other computer output having a dollar value equivalent to 100 pages of paper copies (i.e., \$10.00).

Similarly, the term "search time" in this context has, as its basis, manual search. To apply this term to searches made by computer, the Agency will provide computer searches under §1900.25(c)(4)-(6) having a dollar value equivalent to two (2) hours of professional search time (i.e., \$36.00).

(h) There are four categories of FOIA requesters: (1) commercial use requesters; (2) educational and non-commercial scientific institution; (3) representatives of the news media; and, (4) all other requesters. The FOIRA prescribes specific levels of fees for each of these categories:

(1) "Commercial Use" Requesters: When the Agency receives a request for documents for commercial use, it will assess charges which recover the full direct costs of searching for, reviewing for release, and duplicating the records sought. Requesters must reasonably describe the records sought. Commercial use requesters are not entitled to two hours of free search time nor 100 free pages of reproduction of documents. The Agency will recover the cost of searching for and reviewing records even if there is ultimately no disclosure of records.

(2) "Educational and Non-commercial Scientific Institution" Requesters: The Agency will provide documents to requesters in this category for the cost of reproduction alone, excluding charges for the first 100 pages. To be eligible for inclusion in this category, requesters must show that the request is being made as authorized by and under the auspices of a qualifying United States institution and that the records are not sought for commercial use, but are sought in furtherance of scholarly (if the request is from an educational institution) or scientific (if the request is from a non-commercial scientific institution) research. Requesters must reasonably describe the records sought.

(3) "Representatives of the News Media" Requesters: The Agency shall provide documents to requesters in this category for the cost of reproduction alone, excluding charges for the first 100 pages. To be eligible for inclusion in this category, a requester must meet the criteria in §1900.3(q), and his or her request must not be made for a commercial use. In reference to this class of requester, a request for records supporting the news dissemination function of a requester shall not be considered to be a request that is for commercial use provided that the requester meets the requirements specified in §1900.3(q). Requesters must reasonably describe the records sought.

(4) "All Other" Requesters: FOIA requesters who do not fit in any of the categories above will be charged fees which recover the full reasonable direct cost of searching for and reproducing records that are responsive to the request, except that the first 100 pages of reproduction and the first two hours of search time shall be furnished without charge. Moreover, requesters asking for records about themselves will continue to be treated under the CIA fee provisions of the Privacy Act of 1974 which permit access to records without charge.

Processing Freedom of Information and Executive Order Communications

§1900.31 Screening communications.

(a) If any Agency employee receives a written communication which the employee believes to be an apparent or intended communication under the Freedom of Information Act or the mandatory declassification review provisions of Executive Order 12356, he shall expeditiously transmit the communication to the Coordinator.

(b) Upon receipt of a communication in accordance with §1900.11 or paragraph (a) of this section, the Coordinator shall promptly consult with such Agency components as he may deem appropriate and:

(1) Determine the nature of the communication -- an expression of interest (§1900.21), a request (§1900.23) or other, and

(2) If he determines the communication to be an intended expression of interest or intended request, he shall further determine whether it fails to qualify as an expression of interest or request only because it fails to reasonably describe the records of interest.

(c) The Coordinator thereupon shall take the appropriate one of the following actions.

(1) If he determined that the communication was not an intended expression of interest or an intended request, he shall take such action with respect to the communication as he may deem appropriate.

(2) If he determined that the communication was an intended expression of interest or an intended request but failed to reasonably describe the records of interest, he shall so inform the originator of the communication promptly, in writing, and he may offer to assist the originator in revising and perfecting the description of the records of interest.

(3) The Coordinator shall determine whether any communication not acted on under subparagraph (1) or (2) is an expression of interest, or is a request made in accordance with published rules stating the procedures to be followed, as required by subsection (a)(3) of the Freedom of Information Act or Executive Order 12356. The Coordinator's determination in this regard shall be based on and shall reflect the clear intent of the originator of the communication insofar as the Coordinator is able to determine that intent. When the originator's intent is not apparent to the Coordinator and when the Coordinator deems it desirable and feasible, he shall promptly communicate with the originator in order to ascertain the latter's intent. In this and any cases where additional information is required, the request will be cancelled after 60 days if no reply is received.

(d) The Coordinator shall inform the requester, in writing, of his determination made under subparagraph (c)(3) and, in the case of a determination that the communication is a request, of the date of such determination. Such notification shall be given promptly and, in any case, within five work days of the date of such determination. The ten work days within which the Agency must determine whether to comply with a request, as provided by subsection (a)(6)(A)(i) of the Freedom of Information Act, shall begin as of the date of such determination.

(e) The Coordinator shall promptly process under the procedures specified by §1900.33 those communications which he determines to be expressions of interest. He shall promptly process under the procedures specified by §1900.35 those communications which he determines to be requests.

§ 1900.33 Processing expressions of interest.

(a) Upon determining, in accordance with paragraph (c)(3) of §1900.31, that a communication is an expression of interest, and after promptly consulting with such Agency components as he may deem appropriate, the Coordinator, to the extent feasible, shall determine the applicable search, review, duplication charges likely to be incurred in processing the potential request. In determining such charges, the Coordinator shall take into account the nature and quantity of the work and services of people and computers and other equipment which may be required, and the applicable rates set out in the fee schedule prescribed by §1900.25(c). If feasible at this stage, the Coordinator also shall determine whether to waive or reduce the fee in accordance with paragraph §1900.25(a).

(b) The Coordinator thereupon shall advise the potential requester, in writing, of the likely search and duplication charges. He shall explain the basis and reasons for the charges and he shall make clear that the amounts indicated are estimates only, if such be the case, and, if there is a possibility that the charges to be incurred may be greater than the estimate, he shall so inform the potential requester. If the amounts indicated are not estimates but are the amounts which in fact are to be charged if the potential requester makes a request, he shall inform the potential requester of that fact. In either event, he shall also inform the potential requester that search charges will be levied upon the requester even if no records fitting the description are located or if any or all records which do fit the description are denied the requester.

(c) When he deems it appropriate or when the potential requester so requests, the Coordinator shall communicate with the potential requester with the view to assisting the requester to determine whether and, if so, how to revise the description of the records of interest so as to cause or permit a reduction in the likely applicable charges.

(d) Upon receipt of such estimate and advice concerning likely charges, the potential requester may:

(1) In accordance with §1900.21, submit a request for records, either the records of interest indicated in his expression of interest or records encompassed in a modified description;

(2) Advise the Coordinator that he does not intend to request records; or

(3) Take no additional action.

(e) If, as a result of his consultations with the Coordinator or otherwise, the potential requester wants to request records additional to or other than those described in his expression of interest, he may submit an expression of interest with respect to such records, in accordance with §1900.23 or a request for such records in accordance with §1900.21.

§ 1900.35 Processing requests for records.

(a) Upon determining that a communication is a request for records, the Coordinator, after consulting with such Agency components as he may deem appropriate, shall promptly transmit a copy of the request to the component or components believed responsible for the records, inform the components of the date of receipt of the request as determined by him pursuant to §1900.31(c)(3), and alert the components to the action required of them by §§1900.41-47 with respect to the request. Requests will be handled with each component on a first-received, first-answered basis. In those components where the volume of pending, highly-complex ("project") requests has substantially impeded the processing of other smaller requests, the Coordinator may direct the establishment of a dual-queue system in order to ensure that both regular and project requests receive appropriate and equitable processing.

(b) Notwithstanding paragraph (a) of this section, the Coordinator may determine that there is no basis for searching for the requested records or that the Agency's required response to the request obviates the need to conduct any search (since the fact of the existence or non-existence of records responsive to the request would itself be classified or since the information requested is specifically exempt from required disclosure by 50 U.S.C. §403(d)(3), 50 U.S.C. §403g, or other applicable statute). Whenever the Coordinator makes such a determination, he shall respond to the requester accordingly, and the requirements of paragraph (a) of this section and of §§1900.41 through 1900.47 shall not apply as to that particular request.

Actions on Requests

§1900.41 Searching for requested records.

(a) Upon receipt of a copy of a request and the tasking pursuant to §1900.35, the components which are logical repositories of the requested records (hereinafter the "cognizant components"), shall, with such assistance as may be appropriate from the Coordinator and from such reference, indexing or filing aids as available, undertake to locate the requested records from all files except those designated by the Director of Central Intelligence as exempt from search pursuant to the CIA Information Act, 50 U.S.C. §431.

(b) If no records described by the requests are located, the cognizant components shall inform the Coordinator who shall promptly inform the requester in writing. The Coordinator also shall determine the charges, if any, for which the requester shall be liable, in accordance with the fee schedule and provisions of §1900.25. He shall inform the requester of the amount charged, explain the basis of computation, and request prompt payment thereof.

§1900.43 Reviewing records.

(a) The cognizant components shall review any located records in accordance with the provisions of the Freedom of Information Act and Executive Order 12356 and on the basis of other applicable law, regulations and policy, and determine which, if any, requested records, or reasonably segregable portions of records, are to be furnished the requester and which are to be denied or withheld. Any decision to furnish or to deny or withhold requested records shall be made only by employees and officials to whom authority to make such decisions has been duly delegated.

(b) In the event an Agency component believes that located records require review by another CIA component or another agency, it shall forward such records to the Coordinator who shall expeditiously coordinate such review.

(c) In the event located records are determined to have originated with another government agency, the Coordinator shall expeditiously forward such records or a description thereof to the originating agency for their determination.

(d) Pursuant to subsection 3.4(f)(1) of Executive Order 12356, this Agency shall refuse to confirm or deny the existence or non-existence of information requested whenever the fact of its existence or non-existence is itself classifiable under this Order.

§1900.45 Expeditious action; extension of time.

(a) Concerning Freedom of Information Act requests, whenever feasible under the standards prescribed by §1900.47, the search and review functions prescribed by §§1900.41 and 1900.43 and notice to the requester of the Agency action on the request, as prescribed by §1900.49(a), shall be completed within ten days of the date of Agency receipt of the request as determined by the Coordinator pursuant to §1900.31(c)(3). Whenever the Coordinator determines that "unusual circumstances" as defined by subsection (a)(6)(B) of the Freedom of Information Act exist, he may, by written notice to the requester, authorize an additional period for completion of Agency action, but no such extension shall be for more than ten work days. His notice shall also set forth the reasons for the extension.

(b) In addition to the foregoing, the Coordinator may authorize necessary additional extensions of time under the authority and within the strictures of Open America v. Watergate Special Prosecution Force, 547 F.2d 605 (D.C. Cir. 1976).

(c) Concerning mandatory declassification review requests, Agency responses shall be governed by the amount of search and review time required to process the request under §§1900.41 and 1900.43. If unusual circumstances prevent a final Agency determination from being reached within one year of the date of receipt, the Agency shall inform the requester of the additional time needed to process the request.

§1900.47 Allocation of manpower and resources; agreed extension of time.

(a) Agency components shall devote such manpower and other resources to searching for, locating and reviewing records in accordance with §§1900.41 and 1900.43 as may be appropriate and expedient in the circumstances, taking into account:

(1) The manpower and resources available for those purposes;

(2) The right of a requester submitting a request under the Freedom of Information Act to resort to litigation if the Agency decision on the request is not made within ten work days; and

(3) All functions, duties and responsibilities assigned to those components by, or pursuant to, a law.

(b) The responsible components shall consult with the Coordinator with regard to the need to allocate resources and establish priorities, and the latter with the requester, as may be appropriate, in order to accomplish such arrangements and agreements with the requester as may be acceptable to the requester concerning the Agency's efforts and ability to act on his request expeditiously. In particular, when the Coordinator deems it feasible and of possible benefit to the requester, the public, or the Agency, he shall inform the requester that more thorough or extensive search or review, or both, could be accomplished, which might be of benefit to the requester, if additional time were to be available. When appropriate in such cases, the Coordinator shall also advise the requester of the effect on charges and fees such additional search might cause. Any extensions arranged or agreed to under this section may be in addition to any extensions under §1900.45.

§ 1900.49 Notification and payment; furnishing records.

(a) The Coordinator shall promptly inform the requester, in writing, which of the requested records, or portions thereof, if any, are to be furnished the requester and those, if any, which are denied, as determined pursuant to §1900.43(a). With respect to the latter, he shall also explain the reasons for the denial and he shall furnish the names and titles or positions of the persons responsible for the decision to deny access.

(b) Upon receipt of payment of all fees and charges, or upon the completion of arrangements satisfactory to the Coordinator that payment will be made promptly, the Coordinator shall promptly prepare copies of the records, or portions of records, which are to be made available and transmit them to the requester. The Coordinator shall do likewise with respect to any records or portions of records made available to a requester by the action of the Central Intelligence Agency Information Review Committee under §§1900.51 (e)(1) or (2).

(c) As an alternative to any requester receiving any records from the Agency by mail, a requester may arrange to inspect the records at a CIA Reading Room in the metropolitan Washington, D.C. area. The Coordinator will designate a Reading Room for the purpose of records inspection, and the requester may select whatever records the requester wishes to purchase at a cost set forth in §1900.25. Access to the Reading Room will be granted only after the fees that accumulated from the search (and review if applicable) to produce the requested records have been paid, or waived by the Coordinator pursuant to §1900.25(a). Upon receipt of a written statement from the requester exercising this option, the Coordinator will advise the requester of the location of the Reading Room and provide directions thereto. Records that the Agency will release will be available for inspection in the Reading Room on a date or dates mutually agreed upon by the Coordinator and the requester, not more than seven days from the Agency's receipt of the written request or from completion of the processing of the request for records, whichever is later. The requester may agree to a date or dates more than seven days from such time. On the days the Reading Room is open, it will be available to requesters from 9:30 a.m. to 3:30 p.m.

Appeals

§1900.51 Appeals to CIA Information Review Committee.

(a) Establishment of Committee. The CIA Information Review Committee is hereby established pursuant to the Freedom of Information Act and §3.4(d) of Executive Order 12356. The Committee shall be composed of the Deputy Director for Administration, the Deputy Director for Operations, the Deputy Director for Science and Technology, the Deputy Director for Intelligence, and the Inspector General. The Director of Central Intelligence shall appoint a Chairman. The Committee, by majority vote, may delegate to one or more of its members the authority to act on any appeal or appeals under this section, and may authorize the Chairman to delegate such authority. The Chairman may call upon appropriate components to participate when special equities or expertise are involved.

(b) Right of appeal; Notice. Whenever access to any requested record or any portion thereof is denied, the requester shall be apprised, in writing, of his or her right to appeal the denial to the CIA Information Review Committee through the Coordinator.

(c) Appeal procedures. Any such appeal or request to the Committee shall be in writing, addressed to the Coordinator. The appeal or request may present such information, data, and argument in support thereof as the requester may desire. The Committee shall not permit a requester or his representative to appear before the Committee or to make an oral presentation. No appeal shall be accepted if the requester or associated requester has outstanding record service charges with the CIA or other federal government agency or department.

(d) Time for appeal; expiration of appeal. An appeal under the Freedom of Information Act shall be exercised within thirty days of the date of receipt of notification of the right to appeal and the right of appeal shall cease as of the expiration of that period. But the Committee, for good cause shown, may permit an additional thirty days for the submission of an appeal. Pursuant to the mandatory declassification review provisions of Executive Order 12356, an administrative appeal must be filed within sixty days of receipt of the denial of the initial request.

(e) Committee action on appeals and requests:

(1) The Committee shall promptly consider any appeal, together with any submissions in support thereof, and shall grant or deny the appeal or take such other action thereon as it may deem appropriate. The Committee's review, decision and action shall be based on and shall be in conformance with the Freedom of Information Act, Executive Order 12356 and other applicable law, directives, regulations and policy.

(2) The Committee shall promptly consider any requests under Executive Order 12356 for declassification under paragraph (a) of this section and shall declassify any such records or reasonably segregable portions or coherent segments of such records as it deems appropriate in accordance with Executive Order 12356.

(3) Committee action on appeals of FOIA determinations shall be completed within twenty work days of receipt of the appeal, and appeal of mandatory declassification review determinations shall be completed within thirty (30) workdays, except that the Committee may, in accordance with the provisions of §1900.45, avail itself of an additional period of time for completion of its work on the appeal. But no such extension shall be available with respect to an appeal of a denial of a request which was the subject of an extension of time for Agency action by the Coordinator under this Part. In the event that the Committee is unable to complete its review of an appeal within the time prescribed by this subsection, it may, by agreement with the requester, extend the period for completion of such review.

(4) Concerning appeals under the FOIA, the Committee shall promptly inform the requester of its determination(s) and, with respect to any decision to withhold or deny records, it shall identify the officer responsible therefore. If any record or portion thereof is denied the requester by the Committee's action, the Committee shall also inform the requester of the provision for judicial review of that determination under subsection (a)(4) of the Freedom of Information Act.

(5) Concerning appeals under the mandatory declassification review provisions of Executive Order 12356, Committee decisions are final and no right of judicial review exists.

Miscellaneous

§ 1900.61 Access for historical research.

(a) Any person engaged in a historical research project may submit a request, in writing, to the Coordinator to be given access to information classified pursuant to an Executive Order for purposes of that research. Any such request shall indicate the nature, purpose, and scope of the research project. It is the policy of the Agency to consider applications for historical research privileges only in those instances where the researcher's needs cannot be satisfied through requests for access to reasonably described records under the Freedom of Information Act or Executive Order 12356.

(b) The Coordinator may authorize access, under such conditions and at such time and place as he may deem feasible. But the Coordinator shall authorize access only with respect to documents and records prepared or originated not less than ten years prior to the date of such requests and only upon the prior written approval by the CIA Director of Security of a current security clearance of the requester and of persons associated with him in the project, in accordance with applicable executive orders, regulations, and directives, and upon the Coordinator's further determination that:

(1) A serious professional or scholarly research project is contemplated;

(2) Such access is clearly consistent with the interests of national security;

(3) Appropriate steps have been taken to assure that classified information will not be published or otherwise compromised;

(4) The information requested is reasonably accessible and can be located and compiled with a reasonable amount of effort.

(5) The historical researcher agrees to safeguard the information in a manner consistent with Executive Order 12356, and signs an agreement to safeguard the classified material to which access is granted in accordance with Agency security requirements; and

(6) The historical researcher agrees to authorize a prior review of his notes and manuscript by the Agency for the sole purpose of determining that no classified information is contained therein.

(c) An authorization shall be valid for the period required for the research project as the Coordinator may determine, but in no event for more than two years. But upon renewed request in accordance with paragraph (a) of this section, authorization may be renewed in accordance with paragraph (b) of this section and this paragraph.

(d) The Coordinator shall cancel any authorization whenever the Director of Security cancels the security clearance of the requester or of any person associated with the requester in the research project or whenever the Coordinator determines that continued access would not be in compliance with one or more of the requirements of paragraph (b) of this section.

§ 1900.63 Suggestions and complaints.

Any person may direct any suggestion or complaint with respect to the CIA administration of Executive Order 12356 to the CIA Information Review Committee. The Committee shall consider such suggestions and complaints and shall take such action thereon as it may deem feasible and appropriate.

APPROVED:

STAT

[Redacted signature box]

William F. Donnelly
Deputy Director for Administration

30 Nov 1987
Date

ISD/MG/OIT/lss/22 November 1987

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CENTRAL INTELLIGENCE AGENCY
32 CFR Part 1900

Public Access to Documents and Records and Declassification Requests

AGENCY: Central Intelligence Agency

ACTION: Final rule.

SUMMARY: Part 1900 of Title 32 CFR was last published in full text in the Federal Register on 12 January 1983 (Vol. 48, No. 8, p. 1293). Since then, there have been several substantive amendments and more recently proposed amendments affecting those portions of the regulation relating to fees as required by the Freedom of Information Reform Act (FOIRA) of 1986. For the benefit of the public, Part 1900 is being republished with all current amendments and revisions, including a number of error corrections and changes in phraseology as well as technical and/or administrative changes to clarify or more accurately reflect applicable procedures.

EFFECTIVE DATE: [insert date of publication]

FOR FURTHER INFORMATION CONTACT:

Lee S. Strickland
Information and Privacy Coordinator
Central Intelligence Agency
Washington D.C. 20505
Telephone: (703) 351-2083

SUPPLEMENTARY INFORMATION: The policies and procedures of the Central Intelligence Agency (CIA or Agency) for handling requests for CIA records under the Freedom of Information Act (FOIA) Executive Order 12356 are published in 32 C.F.R. Part 1900. This final rule, in part, hereby amends

those portions of the regulation concerned with fees charged for records services in response to FOIA requests to be consistent with the provisions of the FOIRA and is issued subsequent to formal public notice and comment. During the comment period, written comments were received from a number of individual journalists and organizations. These comments, which were generally critical of the OMB and Department of Justice guidelines on fee regulations under FOIRA, were considered by the Agency in adopting these regulations. For example, the definitions in the proposed regulations of "commercial use," "representative of the news media," "educational institution," and "freelance journalist" were argued to be too restrictive. In addition, the fee waiver guidelines were also argued to be too restrictive. The comments were duly considered in drafting the final rule published herein. To accomplish the purposes of the FOIRA it will be necessary to modify §§1900.3 (Definitions) and 1900.25 (Fees for records services). The amended fee schedule reflects recommended adjustments for agency-wide charges that are permitted by law and the remaining charges are based on the government-wide schedule. The increases in fee schedule charges more accurately reflect current, direct costs. In addition, the FOIRA specifies two basic requirements to qualify for a waiver or reduction of chargeable fees. This amendment also sets forth the factors which will be used in making such determinations.

This final rule also amends the remaining sections of Part 1900 by incorporating into the regulation a number of error corrections and changes in phraseology as well as a number of technical and/or administrative changes to clarify or reflect more accurately applicable procedures and practices. It has been determined that invitation of public comment on these changes to the Agency's implementing regulations prior to adoption would be impracticable and unnecessary, and it is therefore not required under the public rulemaking provisions of the Administrative Procedures Act, 5 U.S.C. §553. Interested persons, however, are invited to comment in writing on these changes. All written comments received will be considered in making subsequent amendments or revisions to these regulations. Written comments should be addressed to Lee S. Strickland, Information and Privacy Coordinator, Central Intelligence Agency, Washington, D.C. 20505.

Lastly, it has been determined that this final rule is not a "major rule" within the criteria specified in section 1(b) of Executive Order 12291 and does not have substantial impact on the public. In addition, this rule does not contain a collection of information for purposes of the Paperwork Reduction Act.

LIST OF SUBJECTS IN 32 CFR PART 1900:

Freedom of Information
Executive Order 12356

Accordingly, 32 CFR Part 1900 in its entirety is revised and reads as follows.

PART 1900-PUBLIC ACCESS TO DOCUMENTS AND RECORDS AND DECLASSIFICATION REQUESTS

General

- §1900.1 Purpose and authority.
- §1900.3 Definitions.
- §1900.5 Organization; requests and submittals.

Requesting Records

- §1900.11 Freedom of Information Act and Executive Order 12356 communications; requirements as to form.
- §1900.21 Identification of persons requesting information under the provisions of Executive Order 12356.
- §1900.23 Pre-request option: estimates of charges.
- §1900.25 Fees for records services.

Processing Freedom of Information & Executive Order Communications

- §1900.31 Screening communications.
- §1900.33 Processing expressions on interest.
- §1900.35 Processing requests for records.

Actions on Requests

- §1900.41 Searching for requested records.
- §1900.43 Reviewing records.
- §1900.45 Expeditious action; extension of time.
- §1900.47 Allocation of manpower and resources; agreed extension of time.
- §1900.49 Notification and payment; furnishing records.

Appeals

- §1900.51 Appeal to CIA Information Review Committee.

Miscellaneous

- §1900.61 Access for historical research.
- §1900.63 Suggestions and complaints.

AUTHORITY: National Security Act of 1947, as amended; Central Intelligence Agency Act of 1949, as amended; Freedom of Information Act, as amended; CIA Information Act of 1984; and Executive Order 12356.

General

§1900.1 Purpose and authority.

This part is issued under the authority of and in order to implement: §102 of the National Security Act of 1947, as amended (50 U.S.C. §403); the Central Intelligence Agency Act of 1949, as amended (50 U.S.C. §403a et seq.); the Freedom of Information Act, as amended (5 U.S.C. §552); the CIA Information Act of 1984 (50 U.S.C. §431); and Executive Order 12356 (3 CFR 2 April 1982) It prescribes procedures for:

- (a) Requesting records pursuant to the Freedom of Information Act;
- (b) Requesting the declassification of documents pursuant to Executive Order 12356;
- (c) Filing an administrative appeal of a denial of a mandatory review request under Executive Order 12356 or an initial request under the Freedom of Information Act;
- (d) The prompt and expeditious processing of such requests and appeals; and
- (e) Requesting estimates and advice prior to actually requesting records, thus affording protection against unanticipated fees.

This part is also designed to assist Central Intelligence Agency management at all appropriate echelons to allocate resources to perform the functions, duties and responsibilities of the Central Intelligence Agency prescribed by and pursuant to law, including in particular those situations where it is deemed necessary to choose among conflicting requirements, duties and responsibilities.

§1900.3 Definitions.

For the purpose of this part, the following terms have the meanings indicated:

(a) "Agency" includes any executive department, military department or other establishment or entity included in the definition of agency in subsection 552(e) of Title 5 of the United States Code;

(b) "Coordinator" means the Central Intelligence Agency Information and Privacy Coordinator;

(c) "Expression of interest" means a written communication submitted by a potential requester pursuant to §1900.33 to indicate an interest in requesting records;

(d) "Freedom of Information Act" means §552 of Title 5 of the United States Code, as amended;

(e) "Executive Order" means Executive Order 12356 (3 CFR 2 April 1982);

(f) "Potential requester" means a person, organization or other entity who submits an expression of interest in accordance with §1900.33;

(g) "Records," with reference to records of the Central Intelligence Agency, includes all papers, maps, photographs, machine readable records, and other documentary materials regardless of physical form or characteristics made or received by the Central Intelligence Agency in pursuance of federal law or in connection with the transaction of public business and appropriate for preservation by the Central Intelligence Agency as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Agency or because of the informational value of data contained therein. But the term does not include:

(1) Index, filing and museum documents made or acquired and preserved solely for reference, indexing, filing or exhibition purposes;

(2) Routing and transmittal sheets and notes and filing instructions and notes which do not also include information, comment or statement of substance or policy;

(3) Books, newspapers, magazines, and similar publications and clippings and excerpts from any such publications;

(4) Records not originated by the CIA and subject to the continued control of the originator (such records will be referred to the originator for a disposition pursuant to §1900.43(c)).

(h) "Records of interest" means records which are responsive to expression of interest or of a request;

(i) "Work days" means calendar days other than Saturdays and Sundays and legal public holidays.

(j) "Direct costs" means those expenditures which an agency actually incurs in searching for and duplicating (and reviewing in the case of commercial requesters) documents to respond to a FOIA request. Direct costs include, for example, the current salary of the employee performing work (the basic rate of pay for the employee plus 16 percent of that rate to cover benefits) and the cost of operating duplicating machinery. Not included in direct costs are overhead expenses such as costs of space and heating or lighting the facility in which the records are stored.

(k) "Search" includes all time spent looking for material that is responsive to a request utilizing available indices and other finding aids. The term search is predicated on the concept of reasonable search as contrasted to research which is neither required nor authorized by the FOIA. Efforts will be made to ensure that search for material is done in the most efficient and least expensive manner so as to minimize costs for both the Agency and the requester. "Search" for the purpose of determining whether a document is responsive is distinguishable from "review" where the objective is to determine whether any of the responsive material is exempt from disclosure. Searches may be done manually or by computer using existing programming.

(l) "Duplication" refers to the process of making a copy of a document necessary to respond to a FOIA request. Such copies can take the form of paper copy, microform, audio-visual materials, or machine readable documentation (e.g., magnetic tape or disk) among others. The copy provided must be in a form that is reasonably usable by requesters.

(m) "Review" refers to the process of examining documents located in response to a request that is for a commercial use (see paragraph (n) of this section) to determine whether any portion of any document located must be withheld. It also includes processing any documents for disclosure (e.g., doing all that is necessary to remove or obliterate any material which is exempt from disclosure and otherwise preparing them for release). Review does not include time spent resolving general legal or policy issues regarding the application of exemptions.

(n) "Commercial use request" refers to a request in which the disclosure sought is primarily in the commercial interest of the requester. It is a request from or on behalf of one who seeks information primarily for the use or purpose that furthers the commercial, trade, or profit interests of the requester or person on whose behalf the request is made. In determining whether a requester is properly included in this category, the Agency will consider and may draw reasonable inferences from the identity and activities of the requester as well as the use to which the requester will put the documents requested.

(o) "Educational institution" refers to a United States preschool, public or private elementary or secondary school, an institution of graduate higher education, an institution of undergraduate higher education, an institution of professional education and an institution of vocational

education which operates a degree-granting, accredited program or programs of scholarly research in recognized fields of study. The criteria to be met to be included in this category, for the purposes of fee waivers, are not satisfied simply by showing that the request is for a library or other records repository. Such requests, like those of other requesters, will be analyzed to identify the particular person who will actually use the requested information in a scholarly or other analytic work and then disseminate it to the general public.

(p) "Non-commercial scientific institution" refers to an institution in the United States that is not operated on a "commercial" basis as that term is referenced in paragraph (n) of this section and which is operated solely for the purpose of conducting natural life or physical sciences research the results of which are not intended to promote any particular product or industry.

(q) "Representatives of the news media" refers to any person actively gathering news for an United States entity that is organized and operated to publish or broadcast news in the United States to the general public. The term "news" means information that is about current events or that would be of current interest to the general public. Examples of news media entities include television or radio stations broadcasting to the public at large and publishers of printed periodicals (but only in those instances when they qualify as disseminators of "news") who make their products available for purchase or subscription by the general public and whose products are, in fact, received by a significant element of the general public. These examples are not intended to be all-inclusive. Moreover, as traditional methods of news delivery evolve (e.g., electronic dissemination of newspapers through telecommunications services), such alternative media would be included in this category. In the case of "freelance" journalists, they may be regarded as working for a news organization if they can demonstrate a solid basis for expecting publication through that organization, even though not actually employed by it. A publication contract would be the clearest proof, but the requester's past publication record may also be relevant evidence of the requester's status.

§1900.5 Organization; requests and submittals.

The headquarters of the Central Intelligence Agency is located in Fairfax County, VA. Functions are channeled and determined by regular chain-of-command procedures. Except as provided by this regulation, there are no formal or informal procedural requirements regarding public access to Agency records. Requests and other submittals should be addressed to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505.

Requesting Records

§ 1900.11 Freedom of Information Act and Executive Order communications; requirements as to form.

(a) Any communication to the CIA or to the Director of Central Intelligence under the Freedom of Information Act or Executive Order 12356 should be addressed to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, D.C. 20505

This address should appear on the envelope or other folder or package in which the communication is transmitted. It should also be included as the addressee of the letter or other communication or be clearly set forth in the text of the communication.

(b) Any request for records under the Freedom of Information Act (§1900.35), expression of interest in requesting records (§1900.35) or request for declassification of records under Executive Order 12356 (§1900.35) shall be in writing and shall be addressed as prescribed by §1900.11(a). The Coordinator may, but need not, waive the requirements as to address.

(c) The request or expression of interest shall reasonably describe the records of interest and, in the case of mandatory declassification review, requests shall identify the document(s) with specificity such as by National Archives and Records Administration (NARA) Document Accession Number or other applicable, unique document identifying number.

(d) Any request or communications to an agency other than the Central Intelligence Agency which concern documents, records or information originated by the CIA and referred to the CIA, shall be considered a Freedom of Information request to the CIA for that referred document as of date of receipt by the CIA of the referral, and shall be processed pursuant to regulations.

§ 1900.21 Identification of persons requesting information under the provisions of Executive Order 12356.

Pursuant to section 3.4(a)(1) of Executive Order 12356, a mandatory declassification review request can be made only by a United States citizen or permanent resident alien, a federal agency or a State or local government. This Agency shall require sufficient identifying information from the requester to authenticate the requester's qualifications.

§ 1900.23. Pre-request option: estimates of charges.

(a) In order to avoid being faced with unanticipated sizeable charges, interested persons and entities may defer the submission of requests for records and first submit a written request, in accordance with the procedures prescribed by §1900.11, for an estimate of charges likely to be incurred if the records are requested.

(b) Notice is hereby given that a requester may be liable for the payment of search charges, in accordance with the fee schedule and provisions of §1900.25, even if search for requested records locates no such records and even if some or all of requested records which are located are denied the requester under one or more exemptions of the Freedom of Information Act or Executive Order 12356.

§1900.25 Fees for records services.

(a) Search, review, and duplication fees will be charged in accordance with the schedule set forth in subparagraph (c) of this section for services rendered in responding to requests for Agency records under this part. To the extent possible, the most efficient and least costly methods will be used to comply with requests for documents made under the FOIA. Records will be furnished without charge or at a reduced rate whenever the Coordinator determines that a waiver or reduction is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the United States government and is not primarily in the commercial interest of the requester. The Coordinator shall consider the following factors in making his determination:

(1) Whether the subject of the requested records concerns the operations or activities of the United States government; and, if so,

(2) Whether the disclosable contents of the requested documents are likely to contribute to an understanding of United States government operations or activities; and, if so,

(3) Whether the disclosable contents of the requested documents will contribute to public understanding of United States government operations or activities; and, if so,

(4) Whether the disclosable contents of the requested documents are likely to contribute significantly to public understanding of United States government operations and activities; and,

(5) Whether the requester has a commercial interest that would be furthered by the requested disclosure; and, if so,

(6) Whether the disclosure is primarily in the commercial interest of the requester.

(b) The Coordinator may also waive or reduce the charge whenever he determines that the interest of the government would be served thereby. In addition, fees shall not be charged where they would amount, in the aggregate, for a request or for a series of related requests, to less than \$6.00.

(c) Denials of requests for fee waivers or reductions may be appealed by writing to the Chairman of the Information Review Committee, via the Coordinator. Requests for fee waivers or reductions or appeals of such decisions will not be considered after a requester has given his commitment to pay fees and/or processing costs have been incurred by the CIA.

(d) In order to protect the requester and the Agency from large, unexpected fees, when the anticipated charges will amount to more than \$25.00 and the requester has not indicated his willingness to pay applicable fees, the processing of the request shall be suspended until the requester indicates his willingness to pay. The requester shall be notified and asked for this commitment to pay all reasonable search and duplication (and when appropriate, review) fees. At his option, the requester may indicate in advance a dollar limitation to the fees he is prepared to pay. In such an event, the Coordinator shall initiate a search of the system or systems of records deemed most likely to produce relevant records, instructing the system managers to discontinue the search as soon as the stipulated amount has been expended. Where an advance limit has not been stipulated, the Coordinator may, at his discretion or at the behest of the requester, compile an estimate of the search fees likely to be incurred in processing a request, or of such portion thereof as can readily be estimated. The requester shall be promptly notified of the amount and be asked to approve its expenditure and guarantee payment thereof. The request shall be cancelled after 60 days if no response is received.

STAT (e) In those cases where the Coordinator estimates that the fees will exceed \$250.00 and the requester has no history of payment, an advance deposit of up to 100 percent of the estimated fees will be required. In all cases where there is reasonable evidence that the requester may possibly fail to pay the fees which would be accrued by processing his request, an advance deposit of 100 percent of the estimated fees will be required. The notice or request for an advance deposit shall extend an offer to the requester whereby he is afforded an opportunity to revise the request in a manner calculated to reduce the fees. Dispatch of such a notice shall suspend the running of the period for response by the Agency until a reply is received from the requester.

STAT (f) Except for requests that are for a commercial use, the Agency will not charge for the first two hours of search time or for the first 100 pages of reproduction. However, a requester or associated requesters may not file a series of multiple requests, which are merely discrete subdivisions of the information he actually seeks, for the purpose of avoiding or reducing applicable fees. When the Coordinator reasonably believes that a requester or a group of requesters acting in concert, is attempting to break a request down into a series of smaller requests solely for the purpose of evading the assessment of fees, the Coordinator may aggregate any such requests and charge accordingly.

(g) The schedule of fees for services performed in responding to requests for CIA records is established as follows:

- (1) For each one quarter hour, or fraction thereof, spent by non-professional personnel in searching for a record, \$2.50;
- (2) For each one quarter hour, or fraction thereof, spent by professional personnel in searching for a record, \$4.50;
- (3) For each one quarter hour, or fraction thereof, spent by professional personnel in reviewing a record in response to a FOIA request, which is primarily commercial, \$4.50;
- (4) For each on-line computer search, \$11.00;
- (5) For each off-line (batch) computer search of Central Reference Files, \$27.00;
- (6) For all other off-line computer searches of Agency files, \$8.00 per minute of Central Processing Unit (CPU) time;
- (7) For copies of paper documents in sizes not larger than 8 1/2 x 14, \$0.10 per copy of each page;
- (8) For duplication of non-paper media (film, magnetic tape, diskette, etc.) or any document that cannot be reproduced on a standard office copier, actual direct cost; and
- (9) For copies of reports, maps, reference aids, and other Agency publications, actual costs.

(h) Inasmuch as the Agency's systems of records are highly decentralized, several computer searches may be required to process a request, depending upon its scope. The computer search costs given in subparagraph (g)(4)-(6) of this section, do not include whatever professional/non-professional search time is needed to determine whether the records located are in fact responsive to the request.

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(i) Search fees are assessable even when no records pertinent to the requests, or no releaseable records are found, provided the requester has been advised of this fact and he has, notwithstanding, agreed to incur the costs of search. Individuals associated with or otherwise making requests on behalf of any organization or other entity or person shall be jointly and severally liable with such party for all applicable search, review, and reproduction costs incurred.

(j) For requests which have accrued search and duplication fees in excess of \$250.00, or where there is reasonable evidence that the requester may possibly fail to pay the accrued fees, then, at the discretion of the Coordinator, the requester may be required to pay the accrued search and duplication fees prior to the actual delivery of the requested records; otherwise, the requester shall be billed for such fees at the time the records are provided. Payment shall be remitted by check or money order, made payable

in U.S. dollars to the Treasurer of the United States, and shall be sent to the Coordinator. No appeals shall be accepted or any additional records services provided to the requester or associated requester until the requester and associated requesters have paid all outstanding charges for services rendered under this CFR Part or corresponding CFR Part for other government agencies or departments. In cases of requesters associated with, acting in concert with, or on behalf of any other individual or organization, such requesters, individuals and organizations shall be jointly and severally liable for all applicable charges.

(k) With the exception of requesters seeking documents for a commercial use, Section (4)(A)(iv) of the Freedom of Information Act, as amended, requires agencies to provide the first 100 pages of duplication and the first two hours of search time without charge. Moreover, this section prohibits agencies from charging fees to any requester, including commercial use requesters, if the cost of collecting a fee would be equal to or greater than the fee itself. These provisions work together, so that, except for commercial use requesters, the Agency will not begin to assess fees until after providing the specified free search and reproduction. If the amount of the chargeable fees is equal to or less than the cost of the Agency of billing the requester and processing the fee collected, no charges would result. The elements to be considered in determining the "cost of collecting a fee" are the administrative costs to the Agency of receiving and recording a requester's remittance, and processing the fee for deposit in the Treasury Department's special account. The per-transaction cost to the Treasury to handle such remittances will not be considered in the Agency's determination.

(1) For purposes of these restrictions on assessment of fees, the word "pages" refers to paper copies of a standard Agency size which will normally be "8-1/2 x 11" or "11 x 14." Thus, requesters would not be entitled to 100 microfiche or 100 computer diskettes, for example, but rather such microfiche, diskettes, or other computer output having a dollar value equivalent to 100 pages of paper copies (i.e., \$10.00).

(2) Similarly, the term "search time" in this context has, as its basis, manual search. To apply this term to searches made by computer, the Agency will provide computer searches under §1900.25(c)(4)-(6) having a dollar value equivalent to two (2) hours of professional search time (i.e., \$36.00).

(h) There are four categories of FOIA requesters: (1) commercial use requesters; (2) educational and non-commercial scientific institution; (3) representatives of the news media; and, (4) all other requesters. The FOIRA prescribes specific levels of fees for each of these categories:

(1) "Commercial Use" Requesters: When the Agency receives a request for documents for commercial use, it will assess charges which recover the full direct costs of searching for, reviewing for release, and duplicating the records sought. Requesters must reasonably describe the records sought. Commercial use requesters are not entitled to two hours of free search time nor 100 free pages of reproduction of documents. The Agency will recover the cost of searching for and reviewing records even if there is ultimately no disclosure of records.

(2) "Educational and Non-commercial Scientific Institution" Requesters: The Agency will provide documents to requesters in this category for the cost of reproduction alone, excluding charges for the first 100 pages. To be eligible for inclusion in this category, requesters must show that the request is being made as authorized by and under the auspices of a qualifying United States institution and that the records are not sought for commercial use, but are sought in furtherance of scholarly (if the request is from an educational institution) or scientific (if the request is from a non-commercial scientific institution) research. Requesters must reasonably describe the records sought.

(3) "Representatives of the News Media" Requesters: The Agency shall provide documents to requesters in this category for the cost of reproduction alone, excluding charges for the first 100 pages. To be eligible for inclusion in this category, a requester must meet the criteria in §1900.3(q), and his or her request must not be made for a commercial use. In reference to this class of requester, a request for records supporting the news dissemination function of a requester shall not be considered to be a request that is for commercial use provided that the requester meets the requirements specified in §1900.3(q). Requesters must reasonably describe the records sought.

(4) "All Other" Requesters: FOIA requesters who do not fit in any of the categories above will be charged fees which recover the full reasonable direct cost of searching for and reproducing records that are responsive to the request, except that the first 100 pages of reproduction and the first two hours of search time shall be furnished without charge. Moreover, requesters asking for records about themselves will continue to be treated under the CIA fee provisions of the Privacy Act of 1974 which permit access to records without charge.

Processing Freedom of Information and Executive Order Communications

§1900.31 Screening communications.

(a) If any Agency employee receives a written communication which the employee believes to be an apparent or intended communication under the Freedom of Information Act or the mandatory declassification review provisions of Executive Order 12356, he shall expeditiously transmit the communication to the Coordinator.

(b) Upon receipt of a communication in accordance with §1900.11 or paragraph (a) of this section, the Coordinator shall promptly consult with such Agency components as he may deem appropriate and:

(1) Determine the nature of the communication -- an expression of interest (§1900.33), a request (§1900.35) or other, and

(2) If he determines the communication to be an intended expression of interest or intended request, he shall further determine whether it fails to qualify as an expression of interest or request only because it fails to reasonably describe the records of interest.

(c) The Coordinator thereupon shall take the appropriate one of the following actions.

(1) If he determines that the communication was not an intended expression of interest or an intended request, he shall take such action with respect to the communication as he may deem appropriate.

(2) If he determines that the communication was an intended expression of interest or an intended request but failed to reasonably describe the records of interest, he shall so inform the originator of the communication promptly, in writing, and he may offer to assist the originator in revising and perfecting the description of the records of interest.

(3) The Coordinator shall determine whether any communication not acted on under subparagraph (1) or (2) is an expression of interest, or is a request made in accordance with published rules stating the procedures to be followed, as required by subsection (a)(3) of the Freedom of Information Act or Executive Order 12356. The Coordinator's determination in this regard shall be based on and shall reflect the clear intent of the originator of the communication insofar as the Coordinator is able to determine that intent. When the originator's intent is not apparent to the Coordinator and when the Coordinator deems it desirable and feasible, he shall promptly communicate with the originator in order to ascertain the latter's intent. In this and any cases where additional information is required, the request will be cancelled after 60 days if no reply is received.

(d) The Coordinator shall inform the requester, in writing, of his determination made under subparagraph (c)(3) and, in the case of a determination that the communication is a request, of the date of acceptance. The search conducted pursuant to that request shall be for records in existence as of and through the acceptance date. Such notification shall be given promptly and, in any case, within five work days of the date of such determination. The ten work days within which the Agency must determine whether to comply with a request, as provided by subsection (a)(6)(A)(i) of the Freedom of Information Act, shall begin as of the acceptance date.

(e) The Coordinator shall promptly process under the procedures specified by §1900.33 those communications which he determines to be expressions of interest. He shall promptly process under the procedures specified by §1900.35 those communications which he determines to be requests.

§ 1900.33 Processing expressions of interest.

(a) Upon determining, in accordance with paragraph (c)(3) of §1900.31, that a communication is an expression of interest, and after promptly consulting with such Agency components as he may deem appropriate, the Coordinator, to the extent feasible, shall determine the applicable search, review (if applicable), and, duplication charges likely to be incurred in processing the potential request. In determining such charges, the Coordinator shall take into account the nature and quantity of the work and services of people and computers and other equipment which may be required, and the applicable rates set out in the fee schedule prescribed by §1900.25(g). If feasible at this stage, the Coordinator also shall determine whether to waive or reduce the fee in accordance with paragraph §1900.25(a).

(b) The Coordinator thereupon shall advise the potential requester, in writing, of the likely charges and he shall make clear that the amounts indicated are estimates only, if such be the case, and, if there is a possibility that the charges to be incurred may be greater than the estimate, he shall so inform the potential requester. If the amounts indicated are not estimates but are the amounts which in fact are to be charged if the potential requester makes a request, he shall inform the potential requester of that fact. In either event, he shall also inform the potential requester that search charges will be levied upon the requester even if no records fitting the description are located or if any or all records which do fit the description are denied the requester.

(c) When he deems it appropriate or when the potential requester so requests, the Coordinator may assist the requester in determining whether and, if so, how to revise the description of the records of interest so as to cause or permit a reduction in the likely applicable charges.

(d) Upon receipt of such estimate and advice concerning likely charges, the potential requester may:

(1) In accordance with §1900.11, submit a request for records, either the records of interest indicated in his expression of interest or records encompassed in a modified description;

(2) Advise the Coordinator that he does not intend to request records; or

(3) Take no additional action.

(e) If, as a result of his consultations with the Coordinator or otherwise, the potential requester wants to request records additional to or other than those described in his expression of interest, he may submit an expression of interest with respect to such records, in accordance with §1900.33 or a request for such records in accordance with §1900.35.

§ 1900.35 Processing requests for records.

(a) Upon determining that a communication is a request for records, the Coordinator, after consulting with such Agency components as he may deem appropriate, shall promptly transmit a copy of the request to the component or components believed to be a logical repositior of responsive records, inform the components of the date of receipt of the request as determined by him pursuant to §1900.31(c)(3), and alert the components to the action required of them by §§1900.41-47 with respect to the request. Requests will be handled with each component on a first-received, first-answered basis. In those components where the the volume of pending, highly-complex ("project") requests has substantially impeded the processing of other smaller requests, the Coordinator may direct the establishment of a dual-queue system in order to ensure that both regular and project requests receive appropriate and equitable processing.

STAT (b) Notwithstanding paragraph (a) of this section, the Coordinator may determine that there is no basis for searching for the requested records or that the Agency's required response to the request obviates the need to conduct any search (since the fact of the existence or non-existence of records responsive to the request would itself be classified or since the information requested is specifically exempt from required disclosure by 50 U.S.C. §403(d)(3), 50 U.S.C. §403g, or other applicable statute). Whenever the Coordinator makes such a determination, he shall respond to the requester accordingly, and the requirements of paragraph (a) of this section and of §§1900.41 through 1900.43 shall not apply as to that particular request.

Actions on Requests

§1900.41 Searching for requested records.

(a) Upon receipt of a copy of a request and the tasking pursuant to §1900.35, the components which are logical repositories of the requested records (hereinafter the "cognizant components"), shall, with such assistance as may be appropriate from the Coordinator and from such reference, indexing or filing aids as available, undertake to locate the requested records from all files except those designated by the Director of Central Intelligence as exempt from search pursuant to the CIA Information Act, 50 U.S.C. §431.

(b) If no records described by the requests are located, the cognizant components shall inform the Coordinator who shall promptly inform the requester in writing. The Coordinator also shall determine the charges, if any, for which the requester shall be liable, in accordance with the fee schedule and provisions of §1900.25. He shall inform the requester of the amount charged, explain the basis of computation, and request prompt payment thereof.

§1900.43 Reviewing records.

(a) The cognizant components shall review any located records in accordance with the provisions of the Freedom of Information Act and Executive Order 12356 and on the basis of other applicable law, regulations and policy, and determine which, if any, requested records, or reasonably segregable portions of records, are to be furnished the requester and which are to be denied or withheld. Any decision to furnish or to deny or withhold requested records shall be made only by employees and officials to whom authority to make such decisions has been duly delegated.

(b) In the event an Agency component believes that located records require review by another CIA component or another agency, it shall forward such records to the Coordinator who shall expeditiously coordinate such review.

(c) In the event located records are determined to have originated with another government agency, the Coordinator shall expeditiously forward such records or a description thereof to the originating agency for their determination.

STAT (d) Pursuant to subsection 3.4(f)(1) of Executive Order 12356, this Agency shall refuse to confirm or deny the existence or non-existence of information requested whenever the fact of its existence or non-existence is itself classifiable under this Order.

§1900.45 Expeditious action; extension of time.

(a) Concerning Freedom of Information Act requests, whenever feasible under the standards prescribed by §1900.47, the search and review functions prescribed by §§1900.41 and 1900.43 and notice to the requester of the Agency action on the request, as prescribed by §1900.49(a), shall be completed within ten days of the date of Agency receipt of the request as determined by the Coordinator pursuant to §1900.31(c)(3). Whenever the Coordinator determines that "unusual circumstances" as defined by subsection (a)(6)(B) of the Freedom of Information Act exist, he may, by written notice to the requester, authorize an additional period for completion of Agency action, but no such extension shall be for more than ten work days. His notice shall also set forth the reasons for the extension.

STAT (b) In addition to the foregoing, additional extensions of time may be authorized under the authority and within the strictures of Open America v. Watergate Special Prosecution Force, 547 F.2d 605 (D.C. Cir. 1976).

(c) Concerning mandatory declassification review requests, Agency responses shall be governed by the amount of search and review time required to process the request under §§1900.41 and 1900.43. If unusual circumstances prevent a final Agency determination from being reached within one year of the date of receipt, the Agency shall inform the requester of the additional time needed to process the request.

§1900.47 Allocation of manpower and resources; agreed extension of time.

(a) Agency components shall devote such manpower and other resources to searching for, locating and reviewing records in accordance with §§1900.41 and 1900.43 as may be appropriate and expedient in the circumstances, taking into account:

- (1) The manpower and resources available for those purposes;
- (2) The right of a requester submitting a request under the Freedom of Information Act to resort to litigation if the Agency decision on the request is not made within ten work days; and
- (3) All functions, duties and responsibilities assigned to those components by, or pursuant to, a law.

(b) The responsible components shall consult with the Coordinator with regard to the need to allocate resources and establish priorities, and the latter with the requester, as may be appropriate, in order to accomplish such arrangements and agreements with the requester as may be acceptable to the requester concerning the Agency's efforts and ability to act on his request expeditiously. In particular, when the Coordinator deems it feasible and of possible benefit to the requester, the public, or the Agency, he shall inform the requester that more thorough or extensive search or review, or both, could be accomplished, which might be of benefit to the requester, if additional time were to be available. When appropriate in such cases, the Coordinator shall also advise the requester of the effect on charges and fees such additional search might cause. Any extensions arranged or agreed to under this section may be in addition to any extensions under §1900.45.

§ 1900.49 Notification and payment; furnishing records.

(a) The Coordinator shall promptly inform the requester, in writing, which of the requested records, or portions thereof, if any, are to be furnished the requester and those, if any, which are denied, as determined pursuant to §1900.43(a). With respect to the latter, he shall also explain the reasons for the denial and he shall furnish the names and titles or positions of the persons responsible for the decision to deny access.

(b) Upon receipt of payment of all fees and charges, or upon the completion of arrangements satisfactory to the Coordinator that payment will be made promptly, the Coordinator shall promptly prepare copies of the records, or portions of records, which are to be made available and transmit them to the requester. The Coordinator shall do likewise with respect to any records or portions of records made available to a requester by the action of the Central Intelligence Agency Information Review Committee under §1900.51(e).

(c) As an alternative to any requester receiving any records from the Agency by mail, a requester may arrange to inspect the records at a CIA Reading Room in the metropolitan Washington, D.C. area. The Coordinator will designate a Reading Room for the purpose of records inspection, and the requester may select whatever records the requester wishes to purchase at a cost set forth in §1900.25. Access to the Reading Room will be granted only after the fees that accumulated from the search (and review if applicable) to produce the requested records have been paid, or waived by the Coordinator pursuant to §1900.25(a). Upon receipt of a written statement from the requester exercising this option, the Coordinator will advise the requester of the location of the Reading Room and provide directions thereto. Records that the Agency will release will be available for inspection in the Reading Room on a date or dates mutually agreed upon by the Coordinator and the requester, not more than seven days from the Agency's receipt of the written request or from completion of the processing of the request for records, whichever is later. The requester may agree to a date or dates more than seven days from such time. On the days the Reading Room is open, it will be available to requesters from 9:30 a.m. to 3:30 p.m.

Appeals

§1900.51 Appeals to CIA Information Review Committee.

(a) Establishment of Committee. The CIA Information Review Committee is hereby established pursuant to the Freedom of Information Act and §3.4(d) of Executive Order 12356. The Committee shall be composed of the Deputy Director for Administration, the Deputy Director for Operations, the Deputy Director for Science and Technology, the Deputy Director for Intelligence, and the Inspector General. The Director of Central Intelligence shall appoint a Chairman. The Committee, by majority vote, may delegate to one or more of its members the authority to act on any appeal or appeals under this section, and may authorize the Chairman to delegate such authority. The Chairman may appoint an Executive Secretary and delegate such authorities as he deems appropriate; in the absence of such an appointment, he shall exercise any delegated or assigned functions himself. The Chairman may call upon appropriate components to participate when special equities or expertise are involved.

(b) Right of appeal; Notice. Whenever access to any requested record or any portion thereof is denied, the requester shall be apprised, in writing, of his or her right to appeal the denial to the CIA Information Review Committee through the Coordinator.

(c) Appeal procedures. Any such appeal or request to the Committee shall be in writing, addressed to the Coordinator. The appeal or request may present such information, data, and argument in support thereof as the requester may desire. The Committee shall not permit a requester or his representative to appear before the Committee or to make an oral presentation.

No appeal shall be accepted if the requester or associated requester has outstanding record service charges with the CIA or other federal government agency or department.

(d) Time for appeal; expiration of appeal. An appeal under the Freedom of Information Act shall be exercised within thirty days of the date of receipt of notification of the right to appeal and the right of appeal shall cease as of the expiration of that period. But the Committee, for good cause shown, may permit an additional thirty days for the submission of an appeal. Pursuant to the mandatory declassification review provisions of Executive Order 12356, an administrative appeal must be filed within sixty days of receipt of the denial of the initial request.

(e) Committee action on appeals and requests:

(1) The Committee shall promptly consider any appeal, together with any submissions in support thereof, and shall grant or deny the appeal or take such other action thereon as it may deem appropriate. The Committee's review, decision and action shall be based on and shall be in conformance with the Freedom of Information Act, Executive Order 12356 and other applicable law, directives, regulations and policy.

(2) The Committee shall promptly consider any requests under Executive Order 12356 for declassification under paragraph (a) of this section and shall declassify any such records or reasonably segregable portions or coherent segments of such records as it deems appropriate in accordance with Executive Order 12356.

(3) Committee action on appeals of FOIA determinations shall be completed within twenty work days of receipt of the appeal, and appeal of mandatory declassification review determinations shall be completed within thirty (30) workdays, except that the Committee may, in accordance with the provisions of §1900.45, avail itself of an additional period of time for completion of its work on the appeal. But no such extension shall be available with respect to an appeal of a denial of a request which was the subject of an extension of time for Agency action by the Coordinator under this Part. In the event that the Committee is unable to complete its review of an appeal within the time prescribed by this subsection, it shall so advise the requester.

(4) Concerning appeals under the FOIA, the Committee shall promptly inform the requester of its determination(s) and, with respect to any decision to withhold or deny records, it shall identify the officer responsible therefore. If any record or portion thereof is denied the requester by the Committee's action, the Committee shall also inform the requester of the provision for judicial review of that determination under subsection (a)(4) of the Freedom of Information Act.

(5) Concerning appeals under the mandatory declassification review provisions of Executive Order 12356, Committee decisions are final and no right of judicial review exists.

Miscellaneous

§ 1900.61 Access for historical research.

(a) Any person engaged in a historical research project may submit a request, in writing, to the Coordinator to be given access to information classified pursuant to an Executive Order for purposes of that research. Any such request shall indicate the nature, purpose, and scope of the research project. It is the policy of the Agency to consider applications for historical research privileges only in those instances where the researcher's needs cannot be satisfied through requests for access to reasonably described records under the Freedom of Information Act or Executive Order 12356.

(b) The Coordinator may authorize access, under such conditions and at such time and place as he may deem feasible. But the Coordinator shall authorize access only with respect to documents and records prepared or originated not less than ten years prior to the date of such requests and only upon the prior written approval by the CIA Director of Security of a current security clearance of the requester and of persons associated with him in the project, in accordance with applicable executive orders, regulations, and directives, and upon the Coordinator's further determination that:

(1) A serious professional or scholarly research project is contemplated;

(2) Such access is clearly consistent with the interests of national security;

(3) Appropriate steps have been taken to assure that classified information will not be published or otherwise compromised;

(4) The information requested is reasonably accessible and can be located and compiled with a reasonable amount of effort.

(5) The historical researcher agrees to safeguard the information in a manner consistent with Executive Order 12356, and signs an agreement to safeguard the classified material to which access is granted in accordance with Agency security requirements; and

(6) The historical researcher agrees to authorize a prior review of his notes and manuscript by the Agency for the sole purpose of determining that no classified information is contained therein.

(c) An authorization shall be valid for the period required for the research project as the Coordinator may determine, but in no event for more than two years. But upon renewed request in accordance with paragraph (a) of this section, authorization may be renewed in accordance with paragraph (b) of this section and this paragraph.

(d) The Coordinator shall cancel any authorization whenever the Director of Security cancels the security clearance of the requester or of any person associated with the requester in the research project or whenever the Coordinator determines that continued access would not be in compliance with one or more of the requirements of paragraph (b) of this section.

§ 1900.63 Suggestions and complaints.

Any person may direct any suggestion or complaint with respect to the CIA administration of Executive Order 12356 to the CIA Information Review Committee. The Committee shall consider such suggestions and complaints and shall take such action thereon as it may deem feasible and appropriate.

APPROVED:

William F. Donnelly
Deputy Director for Administration

Date

ISD/MG/OIT/lss/22 November 1987

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