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Description of document: Department of Justice (DOJ) Office of Information Policy (OIP) FOIA and MDR processing flowcharts, 2016(?)

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Note: Records are undated

Source of document: FOIA Request  
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**U.S. Department of Justice**  
Office of Information Policy  
Suite 11050  
1425 New York Avenue, NW  
Washington, DC 20530-0001

Telephone: (202) 514-3642

March 31, 2016

Re: OIP/15-05887 (F)  
VRB:DRH:JKD

This responds to your Freedom of Information Act (FOIA) request dated September 3, 2015, and received in this Office on September 17, 2015, for records regarding the Department Review Committee (DRC), specifically, DRC records on its backlog of reviews, procedures by which the DRC undertakes its reviews, correspondence between the DRC and the Information Security Oversight Office, meeting schedules, and DRC recommendations to the Attorney General. This response is made on behalf of the Office of Information Policy.

Please be advised that a search has been conducted in the Office of Information Policy (OIP) and two documents, totaling two pages, were located that are responsive to your request. I have determined that this material can be released without excision and copies are enclosed. For your information, the DRC generally meets once a month, typically on the second Tuesday of the month.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. § 552(c) (2012). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

If you are not satisfied with my response to this request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's FOIAonline portal at <https://foiaonline.regulations.gov/foia/action/public/home>. Your appeal must be postmarked or electronically transmitted within sixty days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa R. Brinkmann", with a small "BR" monogram at the end.

Vanessa R. Brinkmann  
Senior Counsel

Enclosures

**FOIA/PA request received by component.** § 16.3. Responsive records contain classified information. **Originating** component reviews information to determine if it should remain classified. § 16.7 (FOIA); § 16.44 (Privacy Act)

**Component withholds** information, citing (b)(1), and gives appeal rights. § 16.6 (c)(2)

**Component declassifies and discloses** information under FOIA and gives appeal rights. §16.7 & §17.27.

**Requester appeals to OIP.** § 16.9 (FOIA); § 16.45 (Privacy Act). OIP adjudicates the appeal, referring the (b)(1) portion to the Department Review Committee (DRC). §16.7. OIP puts component on notice of DRC referral by sending a copy of the final adjudication letter to component.

**Component maintains classification** and provides OIP with justification for continued classification.

**Component declassifies records,** notifies requester, and provides a supplemental response with appeal rights.

**OIP reviews component justification for adequacy, provides case packets to DRC members, and places the case on the monthly agenda.**

Component asserting classification presents to the DRC. **DRC considers the recommendation and makes a decision** regarding the appropriateness of classification. § 17.14 (a)(2)

**DRC affirms** classification determination. OIP provides a written statement of reasons to requester.

**If DRC declassifies** information, **component discloses** information under FOIA and provides a supplemental response with appeal rights.

Requester may file a **lawsuit** pursuant to 5 U.S.C. § 552(a)(4)(B).

**MDR** request received by OIP  
28 C.F.R. § 17.31(a)

OIP refers to request to proper component and issues acknowledgement letter. § 17.31(b)

180 days pass with no action by component.  
§ 17.31 (d)

Component **denies** request to declassify information and provides **MDR** appeal rights. § 17.31 (e)

Component **grants request, declassifies information**, applies FOIA exemptions, responds to requester, and provides **FOIA** appeal rights.

Requester **appeals to DRC** by way of OIP. OIP acknowledges appeal and notifies the component. Component reviews the information for continued classification.

Component **maintains classification** and provides OIP with justification for continued classification.

Component **declassifies information**, notifies requester and OIP, applies FOIA exemptions, and provides a supplemental response with appeal rights.

OIP **reviews component justification for adequacy**, provides case packets to DRC members, and places the case on the monthly agenda.

Component asserting classification presents to the DRC. **DRC considers the recommendation and makes a decision** regarding the appropriateness of classification within 60 days (or provides notification as to why decision is later). § 17.14 (a)(2); § 17.31(f).

**DRC affirms** classification determination. OIP provides a written statement of reasons to requester.

If **DRC declassifies** information, **component discloses** information under FOIA and provides a supplemental response with appeal rights.

Requester **appeals to ISCAP** 17.31 (g)