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Description of document: Federal Deposit Insurance Corporation (FDIC) Directive System Circular 1420.1, Subject: Media Contacts, 2011

Requested date: 17-August-2014

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Source of document: Federal Deposit Insurance Corporation
FOIA/Privacy Act Group, Legal Division
550 17th Street, NW
Washington, DC 20429-9990
[Submit Electronic FOIA Request](#)

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August 19, 2014

RE: FDIC FOIA Request Log No. 14-0565

This is in response to your August 17, 2014 Freedom of Information Act ("FOIA") request for "a digital/electronic copy of the most recent FDIC Communications Plan." You defined "Communications Plan" to mean "a press/external relations plan."

The FDIC does not have a generic "Communication Plan" that is generally or universally applicable to the press and/or external (media) relations. However, from time-to-time, the FDIC may promulgate a "communication plan," expressly denominated as such, in connection with a particular event or series of events. These "communication plans" sometimes may be found among the "Question and Answer Guide" along with other "Failed Bank Information" that is publicly available on the FDIC's website, www.fdic.gov. See, e.g., Failed Bank Information, Question and Answer Guide for Independent Banker's Bank, Springfield, IL, https://www.fdic.gov/bank/individual/failed/ibb_q_and_a.html; and Failed Bank Information, Question and Answer Guide for Silverton Bank, N.A., Atlanta, GA, https://www.fdic.gov/bank/individual/failed/silverton_q_and_a.html.

FDIC Directive System Circular 1420.1, Subject: Media Contacts, provides updated procedures to all FDIC divisions and offices when handling media contacts. Therefore, we reasonably are interpreting your FOIA request to be for Circular 1420.1. If you would like to request additional information, you may submit a new FOIA request at any time.

Circular 1420.1 is an intra-agency memorandum which, insofar as I am aware, heretofore has not been made publicly available by the FDIC in response to a request made under the FOIA. Circular 1420.1 may contain information that arguably may be exempt from disclosure under FOIA Exemption 2, 5 U.S.C. § 552 (b)(2) and/or FOIA Exemption 5, 5 U.S.C. § 552 (b)(5).¹ In this instance, in the FDIC's discretion, the FDIC has determined not to withhold Circular 1420.1, in whole or in part, in response to your request.

Accordingly, the FDIC is granting your FOIA request. I have enclosed a copy of Circular 1420.1 (2 pages).

¹ Exemption 2 permits the withholding of information related solely to the internal personnel rules and practices of an agency. Exemption 5 permits the withholding of inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency (*i.e.*, information that is privileged to the FDIC).

Since this constitutes a full grant of your request, we now are closing your request file. This request has been processed at no cost to you.

If you have any questions about this response, you may reach me by telephone at: 703-562-2039.

Sincerely,

/signed/

Jerry Sussman, Senior FOIA Specialist
FOIA/Privacy Act Group

Enclosure:

Circular 1420.1 (2 pages).

FEDERAL DEPOSIT INSURANCE CORPORATION

DIRECTIVE SYSTEM

TYPE AND NUMBER

Circular 1420.1

CONTACT

Andrew S. Gray

TELEPHONE NUMBER

(202) 898-7192

DATE

May 31, 2011

DATE OF CANCELLATION (*Bulletins Only*)**TO:** All Employees**FROM:** Andrew S. Gray, Director
Office of Public Affairs (OPA)**SUBJECT:** Media Contacts

- 1. Purpose** To provide updated procedures to all divisions and offices when handling media contacts.

- 2. Revision** FDIC Circular 1420.1, Media Contacts, dated January 23, 1998, is hereby revised and superseded.

- 3. Scope** The provisions of this directive apply to all employees of the FDIC with the exception of the following:
 - a. Employees of Office of Inspector General;
 - b. Employees of Office of the Ombudsman that have been trained to address failed financial institution resolution activity on site at bank closings through coordination with OPA; and
 - c. Union officials when acting in their capacity as representatives of the NTEU.

- 4. Background** The Corporation's success in maintaining confidence in the safety and soundness of the United States banking system is largely dependent on our credibility with the public. The media is the conduit through which the public gets much of its information. Therefore, the FDIC places a high priority on responding professionally and accurately to press inquiries through a centralized process in a manner consistent with our corporate mission. OPA is the central contact point for responding to media inquiries and initiating press contacts.

5. Responsibilities and Procedures

a. Inquiries from the media, whether they are received by telephone, in writing, or in person, should be handled as follows:

(1) Media inquiries concerning FDIC policies, interpretations of agency actions or initiatives, and requests for agency comments or interviews should immediately be sent to OPA for response. For telephone inquiries, either forward the reporter's call directly to OPA at (202) 898-6993, or note the caller's request and telephone number and immediately notify OPA. In the latter case, advise the reporter that an OPA staff member will be responding shortly. Written media should be sent via E-mail to MediaInquiries@fdic.gov. For in-person inquiries from the media, immediately notify OPA of the request by telephone.

(2) Media inquiries that are factual may be answered by the appropriate division or office. Examples of factual inquiries include requests for bank failure numbers in a particular year or Community Reinvestment Act ratings.

Employees responding to these inquiries must first receive approval from their immediate supervisor before providing the reporter with the requested information. A follow-up E-mail describing the request and the division or office response should immediately be sent to OPA. Contact OPA for the name of the Media Specialist who should receive the E-mail.

If a division or office is uncertain about the appropriateness of responding to a particular media inquiry, the inquiry should immediately be forwarded to OPA.

b. Contacts with the media are to be initiated only by authorized OPA staff for the purpose of explaining FDIC operations, programs and activities.

6. Effective Date

The provisions outlined in this directive are effective immediately.