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Description of document: Department of Treasury Proposed policy for Executive level clearance of Sensitive Information under FOIA process, 2017

Requested date: 08-November-2016

Released date: 04-April-2017

Posted date: 01-May-2017

Source of document: FOIA Request
Department of the Treasury
Washington, DC 20220
[FOIA Online Request Form](#)

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DEPARTMENT OF THE TREASURY
WASHINGTON, D.C.

April 4, 2017

Re: 2016-11-068

This is the Department of Treasury Departmental Offices (Treasury DO) final response to your Freedom of Information Act (FOIA) request dated November 8, 2016, in which you seek a copy of the Treasury FOIA “sensitive review” policy.

Your request has been processed under the provisions of the FOIA, 5 U.S.C. § 552. Treasury DO conducted a reasonable search and located six responsive pages. I am fully releasing these pages to you. There are no fees assessed at this time since allowable charges fell below \$25.

If questions arise concerning this action or my decision, please contact Daniel Olsen by telephone at (202) 622-1108, or via email at TreasFOIA@treasury.gov. Please reference FOIA request 2016-11-068 when inquiring.

Sincerely,

Jacqueline Scott
Acting Associate Director, FOIA and Transparency

Digitally signed by Jacqueline J. Scott
DN: c=US, o=U.S. Government, ou=Department
of the Treasury, ou=Departmental Offices,
ou=People, serialNumber=796502,
cn=Jacqueline J. Scott
Date: 2017.04.04 12:56:17 -04'00'

Enclosure

Proposed policy for Executive level clearance of Sensitive Information under FOIA process:

Definitions:

Sensitive information: Controlled unclassified information materials including internal correspondence, memoranda, emails, drafts, calendars, and travel logs of the Secretary, the Deputy Secretary, the Chief of Staff, the Deputy Chief of Staff, the Executive Secretary, Under Secretaries, Assistant Secretaries, legal advisors, senior advisors, and counselors. Press inquiries about any of the sensitive information or the positions involved also meet the general definition of "sensitive information." The definition encompasses all prior records of these offices and official positions, in addition to current office holders.

Public documents: Agency records which are available on the internet, or have been previously disclosed to the public, or constitute a final agency decision.

Purpose of Process: To ensure the appropriate review of all sensitive information as described in the definition above by the Executive Secretary's/Chief of Staff Office, General Counsel, Legislative Affairs, and Public Affairs prior to disclosure. The purpose of this process step and underlying policy is:

- A) To ensure the appropriate offices are fully informed that sensitive materials are in the process of being reviewed for possible release
- B) To inform the designated review office staff of applicable exemptions that may apply to the materials, if any
- C) To provide a discreet and specific process step for the designated review offices to assess and review the possible release of information
- D) To ensure that all applicable statutes, regulations, and internal guidelines have been followed in the review and release of materials

Policy: Management policy is to review all information proposed to be released under FOIA and responses to FOIA requests which involve sensitive information, as described above, with the Executive Secretary/Chief of Staff Office, General Counsel, Legislative Affairs, and Public Affairs.

These reviews will normally occur after initial redactions have been made and will include a cover action memorandum providing recommendations on the applicability of exemptions, if any, under the Freedom of Information Act. These requests should be submitted electronically leveraging the functionality of Adobe Acrobat 8.0 (or above) for redaction. Utilization of this tool enables the reviewers to see what is being proposed for redaction and supports a paperless workflow. Comments from the reviewers can then be applied via the "sticky note" or "comment" function and returned to the program office.

1. Sensitive requests will be identified one of two ways:

- a. By Disclosure Services upon receipt and review
 - i. Identify the request as "sensitive" on the FAF
 - ii. Create folder on SharePoint site under DO FOIA, Sensitive requests, titled by request number
- b. By program office upon review of responsive records after conducting the records search

2. In each case, the following procedures apply:

- a. Identify the request as "sensitive" on the FAF
- b. Notify the following offices via e-mail
 - i. Disclosure Services at Hugh.Gilmore@do.treas.gov
 - ii. Your office FOIA coordinator, who will notify all other assigned offices
- c. E-mail subject line should read: Sensitive Request 2009-XX-XXX Identification
- d. Attach updated FAF

3. Perform FOIA analysis and indicate proposed redactions

- a. Preferred method is to perform all redactions electronically using Adobe Acrobat 8.0 or higher version
- b. Paper documents should be scanned and converted into PDF documents to enable use of Adobe Acrobat
- c. File naming convention: X-request number-description-reviewer initials (if appropriate)

i. X category descriptors:

C = comments version (either via Sticky Note feature on PDF or a Word file with comments enumerated)

D = document(s) for review

F = FOIA Action Form (FAF)

M = cover memo

P = final file with all redactions applied, version that will be sent to requester

S = cover sheet for reviewers

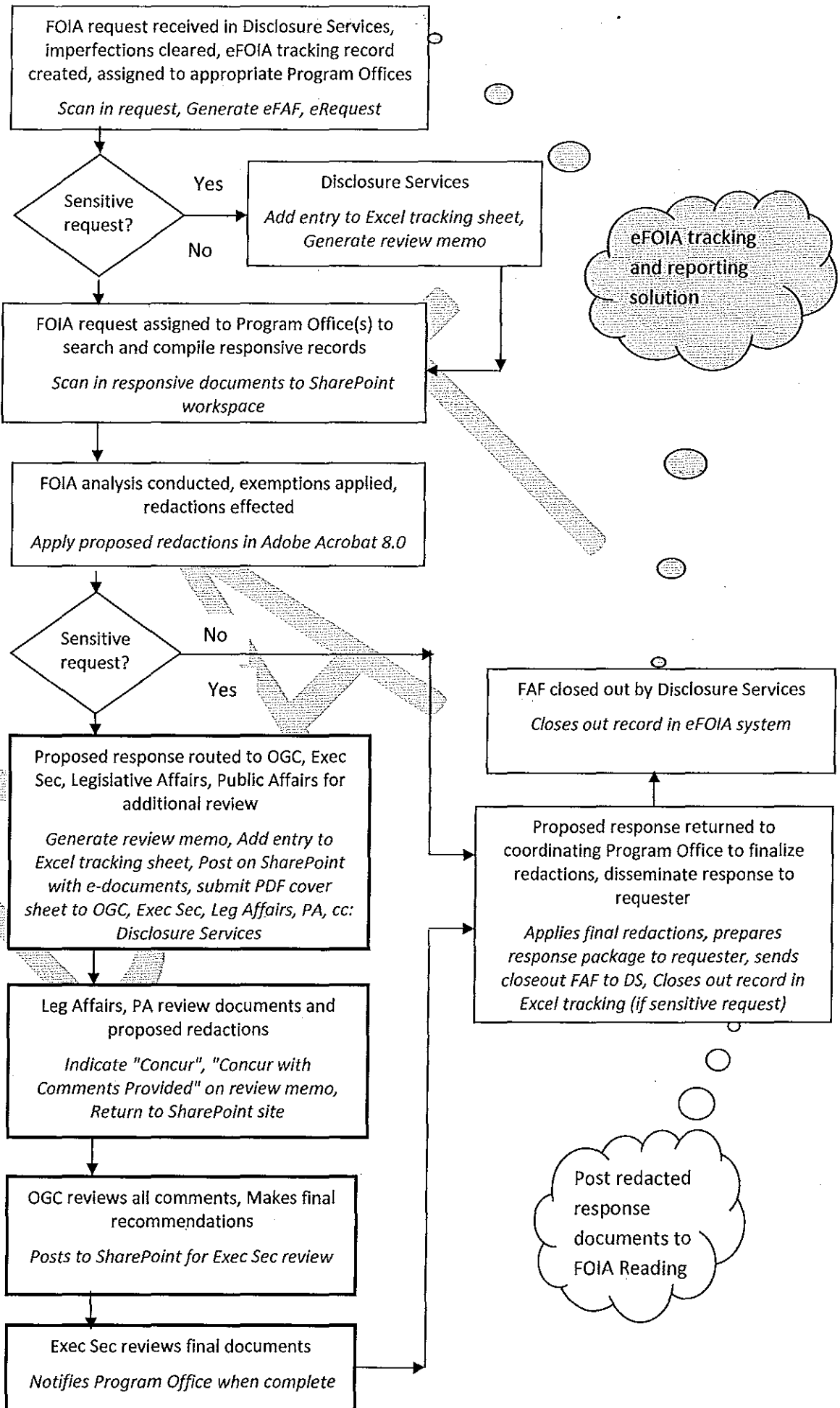
4. Prepare cover memo to reviewers describing the exemptions applied and the rationale for their application
5. Provide electronic versions of the memo and the documents to your office FOIA coordinator
6. Office FOIA coordinator uploads the following files to the SharePoint site **DO FOIA, Sensitive FOIA Documents**, in the folder with the appropriate FOIA request number. [Note: Notify Disclosure Services at Hugh.Gilmore@do.treas.gov if there is not a folder with the appropriate FOIA request number and they will create the folder.]
 - a. Cover memo to reviewers
 - b. Cover sheet for reviewers - indicate the point of contact from the coordinating office if the reviewers have questions
 - c. Documents to be reviewed
7. Office FOIA coordinator e-mails cover sheet for reviewers via the "Submit by e-mail" feature in the form
8. Reviewers go to appropriate folder on SharePoint site and review the relevant documents
 - a. Documents must be saved to individual's computer and opened in Adobe Acrobat to have full program functionality, e.g. adding sticky notes, comments, new redactions
9. Reviewers indicate on the cover sheet if they "agree" or "disagree" with proposed redactions, and also indicate if they want to "discuss" the proposed redactions, and then send the cover sheet file to the Office of General Counsel contact.
10. Office of General Counsel is responsible for ensuring all reviewers questions are addressed and preparing a file describing resolution of questions
11. Office of General Counsel prepares final response and uploads the following files to the SharePoint site under the requisite folder:
 - a. Cover sheet for reviewers indicating all reviewers have agreed to proposed redactions
 - b. File describing resolution of reviewer questions or comments
 - c. Response file(s) with final redactions applied (the same file that will be sent to requesters)
12. Exec Sec completes final review and sends e-mail to coordinating office point of contact that approved/revised documents are ready on the portal

13. Coordinating office submits completed FAF to Disclosure Services

14. Disclosure Services closes out request

REF

SharePoint Workspace – DO Net



eFOIA tracking and reporting solution

Post redacted response documents to FOIA Reading

“Transformed” FOIA Process Map

