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Description of document: List of Federal Communications Commission (FCC) Institutional Directives, 2017

Requested date: December 2016

Released date: 27-January-2017

Posted date: 11-December-2017

Source of document: Freedom of Information Act Request  
Federal Communications Commission  
445 12th Street, S.W., Room 1-A836  
Washington, D.C. 20554  
[FOIA Online](#)

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Federal Communications Commission  
Washington, D.C. 20554

January 27, 2017

Re: FOIA Control No. 2017-295

This letter responds to your Freedom of Information Act (FOIA) request for an, “electronic/digital copy of the list of FCCINST Directives.” Your request has been assigned FOIA Control No. 17-295.

The Office of the Managing Director conducted a search and as you requested, attached is a copy of the FCCINST Directives.

We are required by both the FOIA and the Commission’s own rules to charge requesters certain fees associated with the costs of searching for, reviewing, and duplicating the sought after information.<sup>1</sup> To calculate the appropriate fee, requesters are classified as: (1) commercial use requesters; (2) educational requesters, non-commercial scientific organizations, or representatives of the news media; or (3) all other requesters.<sup>2</sup>

Pursuant to section 0.466(a)(8) of the Commission’s rules, you have been classified for fee purposes as category (3), “all other requesters.”<sup>3</sup> As an “all other requester,” the Commission assesses charges to recover the full, reasonable direct cost of searching for and reproducing records that are responsive to the request; however, you are entitled to be furnished with the first 100 pages of reproduction and the first two hours of search time without charge under section 0.470(a)(3)(i) of the Commission’s rules.<sup>4</sup> The production did not involve more than 100 pages of duplication and took less than two hours of search time. Therefore, you will not be charged any fees.

If you consider this to be a denial of your FOIA request, you may seek review by filing an application for review with the Office of General Counsel. An application for review must be *received* by the Commission within 90 calendar days of the date of this letter.<sup>5</sup> You may file an application for review by mailing the application to Federal Communications Commission, Office of General Counsel, 445 12<sup>th</sup> St SW, Washington,

<sup>1</sup> See 5 U.S.C. § 552(a)(4)(A), 47 C.F.R. § 0.470.

<sup>2</sup> 47 C.F.R. § 0.470.

<sup>3</sup> 47 C.F.R. § 0.466(a)(8).

<sup>4</sup> 47 C.F.R. § 0.470(a)(3)(i).

<sup>5</sup> 47 C.F.R. §§ 0.461(j), 1.115; 47 C.F.R. § 1.7 (documents are considered filed with the Commission upon their receipt at the location designated by the Commission).

DC 20554, or you may file your application for review electronically by e-mailing it to [FOIA-Appeal@fcc.gov](mailto:FOIA-Appeal@fcc.gov). Please caption the envelope (or subject line, if via e-mail) and the application itself as “Review of Freedom of Information Action.”

If you would like to discuss this response before filing an application for review to attempt to resolve your dispute without going through the appeals process, you may contact the Commission’s FOIA Public Liaison for assistance at:

FOIA Public Liaison  
Federal Communications Commission, Office of the Managing Director,  
Performance Evaluation and Records Management  
445 12<sup>th</sup> St SW, Washington, DC 20554  
202-418-0440  
[FOIA-Public-Liaison@fcc.gov](mailto:FOIA-Public-Liaison@fcc.gov)

If you are unable to resolve your FOIA dispute through the Commission’s FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman’s office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road–OGIS  
College Park, MD 20740-6001  
202-741-5770  
877-684-6448  
[ogis@nara.gov](mailto:ogis@nara.gov)  
[ogis.archives.gov](http://ogis.archives.gov)

If you have any questions, please contact Vanessa Lamb at 202-418-7044.

Sincerely,



Vanessa Lamb  
Deputy Associate Managing Director  
Office of Managing Director  
Performance Evaluation and Records  
Management – FOIA Program Office

Enclosures

NUMBER	SUBJECT	OFFICE	EFFECTIVE DATE
1006.2	Policy for Use of Auction and Credit Reform Funds by the Federal Communications Commission	FO	July 2015
1013.3	Audit Follow-up	FO	October 2014
1036.3	Administrative Control of Funds	FO	July 2015
1038.1	FCC Funding Holds Directive	FO	April 2016
1040.3	Prompt Payment Procedures	FO	April 2016
1053.4	Project Time Reporting and Cost Allocation	FO	August 2016
1058.3	CORES/FCC Registration Number	FO	March 2015
1059.4	Communicating Spectrum Auction Events that have Financial Recording and Reporting Impact	FO	March 2016
1064.4	Debt Collection	FO	April 2016
1073.3	Ratification of Unauthorized Commitments	EAC	April 2015
1074.1	Interagency Agreements	EAC	August 2016
1097.2	Use of Federal Government Purchase Card for Small Purchases	FO	April 2015
1102.5	Anti-Fraud	FO	July 2011
1110.2	Records Management Program	PERM	July 2015
1111.1	FCC Vital Records Program	PERM	February 2013
1112.1	FCC Paperwork Reduction Act Program	PERM	July 2015
1113.2	Compliance with Privacy Laws and Guidance	ITC	April 2016
1114.1	FCC Directives System	PERM	August 2013
1115.1	Electronic Mail Records Retention	PERM	January 2017
1116.1	FCC Forms Management Program	PERM	August 2015
1126.3	Federal Advisory Committees	PERM	July 2016
1131.2	FCC Information Security Program	AO	June 2013
1133.1	FCC Insider Threat Program	AO	August 2016
1135.2	FCC Personnel Security and Suitability	AO	August 2011
1137.2	Monitoring and Recording of Telephone or Video Conversations	AO	June 2011

1139.1	Management of Non-Public Information	PERM	February 2015
1157.4	Forfeiture Tracking, Collections and Follow-up Systems	FO	April 2016
1158.2	Regulatory Flexibility Act	OCBO	September 2011
1179.2	Freedom of Information Act (FOIA) Requests	PERM	April 2012
1194.2	Management of FCC Motor Vehicles	AO	September 2012
1195.1	Policies on Text Messaging While Driving	AO	May 2010
1440.1	Official Use of Social Media by FCC Bureaus, Offices, and Staff	OMD	April 2014
1479.5	FCC Cyber Security Program	ITC	May 2015