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*"Rummaging in the government's attic"*

Description of document:	Listing of National Labor Relations Board (NLRB) Internal Casehandling Guidance (ICG) memoranda from the Division of Operations-Management internal webpages, 2017
Requested date:	10-October-2016
Released date:	21-June-2017
Posted date:	19-November-2018
Source of document:	FOIA Request NLRB FOIA Officer National Labor Relations Board 1015 Half Street, SE 4th Floor Washington, DC 20570 Fax: (202) 273-FOIA (3642)

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UNITED STATES GOVERNMENT  
**NATIONAL LABOR RELATIONS BOARD**  
FREEDOM OF INFORMATION ACT BRANCH  
Washington, D.C. 20570

Via email

June 21, 2017

Re: FOIA ID: LR-2017-0098

This is in response to your request, under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, dated October 10, 2016 and received on October 11, 2016, in which you requested "a copy of the listing of Internal Casehandling Guidance (ICG) Memos during 2011 and 2012." You agreed to assume financial responsibility for the processing of your request.

An interim communication was sent to you on November 9, 2016. We regret the delay in our final response.

A member of the FOIA staff conducted a reasonable search of the Agency's public website and internal webpages. I have attached a copy of the listing of ICG memoranda from the Division of Operations-Management page, consisting of two pages.

For the purpose of assessing fees, we have placed you in Category D, the "all other requesters" category, because you do not fall within any other of the fee categories. Consistent with this fee category, you will be assessed charges to recover the full reasonable direct costs for searching for the requested documents and the duplication of those documents. As a requester in this category, you will not be charged for the first two hours of search time or the first 100 pages of duplication. NLRB Rules and Regulations, 29 C.F.R. § 102.117(d)(2)(ii)(D). Charges for all categories of requesters are \$3.10 per quarter-hour or portion thereof of clerical time and \$9.25 per quarter-hour or portion thereof of professional time. 29 C.F.R. § 102.117(d)(2)(i).

Less than two hours of professional time was expended searching for the requested material. Accordingly, there is no charge for this request.

June 21, 2017

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You may contact Teresita Sanabria, the FOIA Specialist who processed your request, at (202) 568-3531 or by email at [Teresita.Sanabria@nrlrb.gov](mailto:Teresita.Sanabria@nrlrb.gov), as well as our FOIA Public Liaison at (202) 273-0902 or by email at [FOIAPublicLiaison@nrlrb.gov](mailto:FOIAPublicLiaison@nrlrb.gov), for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at [ogis@nara.gov](mailto:ogis@nara.gov), telephone at (202) 741-5770, toll free at (877) 684-6448, or facsimile at (202) 741-5769.

You may obtain a review of this determination under the NLRB Rules and Regulations, 29 C.F.R. § 102.117(c)(2)(v), by filing an appeal by mail to the Division of Legal Counsel, National Labor Relations Board, 1015 Half Street, S.E., Washington, D.C., 20570, or by email to [DLCFOIAAppeal@nrlrb.gov](mailto:DLCFOIAAppeal@nrlrb.gov), within 90 days of the date of this letter, such period beginning to run on the calendar day after the date of this letter. Any appeal should contain a complete statement of the reasons upon which it is based. Should you have questions concerning this letter, you may contact Denise Meiners, FOIA Supervisor, at (202) 273-2935 or by email at [denise.meiners@nrlrb.gov](mailto:denise.meiners@nrlrb.gov).

Sincerely,

*Synta Keeling ISI*

Synta Keeling  
Freedom of Information Act Officer

Attachment: (two pages)

[NLRB SharePoint Home](#)[Browse By Organization](#)[Programs](#)[Research](#)

# 2011 ICG MEMOS

## 2011 INTERNAL CASEHANDLING GUIDANCE MEMOS

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✓		Memo Number	Name	Memo Date
			ICG 17-05 2017 Biweekly Caps on Comp Time Accrual	3/27/2017
			ICG 17-05 2017 Biweekly Caps on Comp Time Accrual	3/27/2017
		ICG 11-01	ICG 11-01 ICE Memoranda Prosecutorial Discretion	9/6/2011
		ICG 11-01 Attachment 1	ICG 11-01 Attachment 1	9/6/2011
		ICG 11-01 Attachment 2	ICG 11-01 Attachment 2	9/6/2011
		ICG 11-02	ICG 11-02 (CH) Quality Committee FY2010	9/6/2011
		OM 11-75 AT	OM 11-75 AT Casehandling Instructions	5/22/2012
		OM 11-75 CH	OM 11-75 CH Casehandling Instructions	5/22/2012
		OM 11-75 CH	OM 11-75 CH Casehandling Instructions	5/22/2012

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# 2012 ICG MEMOS

## 2012 INTERNAL CASEHANDLING GUIDANCE MEMOS

✓	📄	Memo Number	Name	Memo Date
	📄	ICG 12-01 (CH)	ICG 12-01(CH); Revision to Section 10(j) Policy with respect to Section 8(f)	11/14/2011
	📄	ICG 12-02	ICG 12-02; Quality Committee Litigation Memo	1/3/2012
	📄	ICG 12-03	ICG 12-03; Social Media Guidelines	3/30/2012
	📄	ICG 12-04	ICG 12-04; Suggested Procedures When Filing Materials with the Solicitor's Office	2/24/2012
	📄	ICG 12-05	ICG 12-05; Casehandling Instructions	2/28/2012
	📄	ICG 12-06	ICG 12-06; Revised Authorization Form for Social Security Earnings, SSA-581	3/30/2012
	📄	ICG 12-06 Attachment	ICG 12-06 Attachment	3/30/2012
	📄	ICG 12-07	ICG 12-07 Guide to creating a facebook account	3/30/2012
	📄	ICG 12-08	ICG 12-08; Additional Guidance Concerning USPS Refusal to Provide Information Cases	4/6/2012
	📄	ICG 12-09	ICG 12-09; Recent Legislation Affecting HIPAA's Scope and Criminal Liability Provisions;	5/4/2012
	📄	ICG 12-10	ICG 12-10; Uniform Standards for Excuses Used in Monthly ULP Overage Report and Post HQ Overage Report	5/21/2012
	📄	ICG 12-11	ICG 12-11; GC NonSupervisory Employees Mentoring Program Training Videos	5/15/2012
	📄	ICG 12-13	ICG 12-13; Revised Comprehensive Report on Quality Casehandling	1/19/2017