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Description of document: List of Bureau of Industry and Security (BIS) General Policies and IT (Information Technology) Security Policies, 2017

Requested date: 08-April-2017

Release date: 01-May-2017

Posted date: 02-September-2019

Source of document: Freedom of Information Officer
Bureau of Industry and Security, Room 6622
U.S. Department of Commerce
Washington, DC 20230
Fax: 202-482-0800
Email: efoiarequest@bis.doc.gov

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MAY 01 2017

Via electronic mail

BIS FOIA Number: BIS 17-066
FOIAonline Number: DOC-BIS-2017-000

This is in response to your April 8, 2017, Freedom of Information Act (FOIA), 5 U.S.C. § 552, request to the Bureau of Industry and Security (BIS) for “a listing of the BIS Office of the Director Memoranda (ODMs)... this listing is available on the internal employee-only BIS intranet website.” You have further clarified that you are looking for Policy Memoranda on April 11, 2017.

BIS has completed a search and review based on the scope of your request. We have located 3 pages of responsive records. Portions of records are being withheld under FOIA Exemption (b)(5) based on information that are both pre-decisional and deliberative. Exemption (b)(5) provides for the protection of “inter-agency or intra-agency memoranda or letters which would not be available by law to a party other than an agency in litigation with the agency.” This exemption applies to pre-decisional and deliberative communications within and among agencies of the kind contained in these documents. Disclosure of the portions of the documents withheld would adversely affect the quality of agency decisions and the decision making process

If you have any questions or concerns or would like to discuss any aspect of your request, you may contact the analyst who processed your FOIA, Jennifer Kuo, BIS FOIA Officer and Public Liaison. She may be reached at 202-482-0953 or jennifer.kuo@bis.doc.gov. In addition, 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, e-mail at ogis@nara.gov; telephone at 202741-5770; toll free at 1-877-684-6448, or facsimile at 202-741-5769.

You have the right to appeal this partial denial of the FOIA request. An appeal must be received within 90 calendar days of the date of this response letter to:



Assistant General Counsel for Litigation, Employment, and Oversight (Office)
Room 5875
Office of the General Counsel
U.S. Department of Commerce
14th and Constitution Avenue N.W.
Washington, D.C. 20230

Your appeal may also be sent by e-mail to FOIAAppeals@doc.gov, by facsimile (fax) to 202-482-2552, or by FOIAonline, if you have an account in FOIAonline, at <https://foiaonline.regulations.gov/foia/action/public/home#>.

The appeal must include the following:

- A copy of the original FOIA request
- A copy of the agency response to the FOIA request
- A statement of the reason why the withheld records should be made available and why denial of the records was in error

The submission (including e-mail, fax, and FOIAonline submissions) is not complete without the required attachments. The appeal letter, the envelope, the e-mail subject line, and the fax cover sheet should be clearly marked "Freedom of Information Act Appeal."

The e-mail, fax machine, FOIAonline, and Office are monitored only on working days during normal business hours (8:30 a.m. to 5:00 p.m., Eastern Time, Monday through Friday). FOIA appeals posted to the e-mail box, fax machine, FOIAonline, or Office after normal business hours will be deemed received on the next normal business day. If the 90th calendar day for submitting an appeal falls on a Saturday, Sunday or legal public holiday, an appeal received by 5:00 p.m., Eastern Standard Time, the next business day will be deemed timely.

Sincerely,



Carol M. Rose
Chief Financial Officer and
Director of Administration

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General Policies

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4/10/2017

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