



DEPARTMENT OF ENERGY

**PEOPLE'S
FREEDOM OF INFORMATION MANUAL
(PROVISIONAL)**

TABLE OF CONTENTS

	Page No.
1. Overview	
a. Purpose of the Manual	4
b. Structure of the Manual	4
c. Coverage of the Manual	4
d. FOI Receiving Officer	4
e. FOI Decision Maker	5
f. Central Appeals and Review Committee	5
g. Approval and Denial of Request	6
2. Definition of Terms	6
3. Protection of Privacy	11
4. Standard Procedure	11
1. Receipt of Request for Information	11
2. Transmittal of Request by the FRO to Decision Maker	13
3. Initial Evaluation	13
a. Request relating to more than one office under the DEPARTMENT OF ENERGY	13
b. Information not in the custody of the DEPARTMENT OF ENERGY	13
c. Requested information already available in the DEPARTMENT OF ENERGY website	13
d. Similar or identical request for information	14
4. Role of Decision Maker in Processing the Request	14
5. Role of FRO to transmit the Information to the Requesting Party	14
6. Request for an Extension of Time	14
7. Notice to the requesting party of the Approval/Denial of the Request	15
8. Approval of Request	15
9. Denial of Request	15

5.	Remedies in Case of Denial of Request	15
6.	Request Tracking System	16
7.	Fees	16
8.	Administrative Liability	17
9.	Annexes	
	A - Executive Order No. 02	18
	B - FOI Receiving Officers of the DEPARTMENT OF ENERGY	25
	C - List of Exceptions to FOI	30
	D - Flow Chart - FOI Request Flow Chart	34
	E - FOI Request Form	35

SECTION 1: OVERVIEW

1. **Purpose of the Manual:** The FOI Manual, herein referred to as 'Manual' provides a useful guide for the public and the DEPARTMENT OF ENERGY (DOE) including its Bureaus, Services and Offices, in dealing with requests for information covered under Executive Order (E.O.) No. 2 on Freedom of Information (FOI). (**Annex "A"**)
2. **Structure of the Manual:** This Manual shall set out the rules and procedures to be followed by the public and the DOE, and its Bureaus, Services and Offices, when a request for access to information is received. The DOE Secretary is responsible for all actions carried out under this Manual and may delegate this responsibility to the Undersecretary for Administration of the DOE and the respective Heads of the Bureaus, Services and Offices. The Secretary, or the respective Heads, may delegate a specific officer to act as the Decision Maker (DM) and shall have overall responsibility for the initial decision on FOI requests, (i.e. to decide whether to release all the records, partially release the records or deny access).
3. **Coverage of the Manual:** The Manual shall cover all requests for information directed to the DOE and all its Bureaus, Services and Offices, as follows:
 - a. Energy Resource Development Bureau (ERDB);
 - b. Renewable Energy Management Bureau (REMB);
 - c. Energy Utilization Management Bureau (EUMB);
 - d. Electric Power Industry Management Bureau (EPIMB);
 - e. Oil Industry Management Bureau (OIMB);
 - f. Energy Policy and Planning Bureau (EPPB);
 - g. Legal Service (LS);
 - h. Financial Service (FS);
 - i. Administrative Service (AS);
 - j. Information and Technology Management Service (ITMS);
 - k. Energy Research and Testing Laboratory Service (ERTLS); and
 - l. Executive Offices.
4. **FOI Receiving Officer:** There shall be an FOI Receiving Officer (FRO) designated at the DOE. The FRO shall hold office at the Ground Floor of the DOE Main Building.

The functions of the FRO shall include: