

Date : _____

TO: Amy L. Rothrock, Freedom of Information Act Officer
U.S. Department of Energy, Oak Ridge Operations Office
P.O. Box 2001, 200 Administration Road
Oak Ridge, TN 37831-8510

Toll free 1-800-382-6938 and press 7
Phone: 865-576-1216 Email: rothrockal@oro.doe.gov
Fax: 865-576-1556

Dear Ms. Rothrock:

FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Pursuant to 5 U.S. C § 552 Freedom of Information Act, I would like to request a copy of the following records as described as fully as possible below or on attachments if needed:

Please let me know in advance if the allowable charges for processing my request are expected to exceed DOE's de minimus of \$15.00 or an amount, \$ _____ I am willing to pay.

When the above requested records are found, please contact me or another person I have designated below to receive the records (1) ___ in person or (2) ___ by mail to the following address:

Name and Address: _____

Phone: _____ Fax: _____

Email: _____

Signature _____

Privacy Act Statement

Pursuant to Section 552 and 552a of Title 5 of the U.S. Code, 10 CFR 1004, and 10 CFR 1008, this information is maintained in Department of Energy Privacy Act System of Records DOE-55 Freedom of Information and Privacy Act Requests. The purpose for collection of personal information from individuals requesting copies of records from the Department of Energy (DOE) under the provisions of the FOIA and the Privacy Act is to record, control, and determine the status of FOIA and Privacy Act requests; produce statistical reports; and provide a data source for management information. The categories of information collected include the name, address, and telephone number of the person requesting records; a description or identification of the records requested, including but not limited to social security numbers or other personal identifying information; and allowable fees data. Records may be retrieved by name of requester, social security number, and/or an assigned request control number. Access is limited to those whose official duties require access to records in this System. This information may also be disclosed as a routine use to another Federal agency when consultation or referral is required to process requests; a member of Congress submitting a request involving the constituent when the constituent has requested assistance from the member with respect to the subject matter of the record; and to Department of Energy contractors in the performance of their contracts and their officers and employees who have a need for the record in the performance of their duties. Additional disclosures of this information may be made as a routine use in court or administrative proceedings when such disclosure is: (1) relevant to, and necessary for, the proceeding; (2) is compatible with the purpose for which the Department collected the records; and (3) the proceedings involve; (a) the Department, its predecessor agencies, current or former contractors of the Department, or other United States Government agencies and their components, or (b) a current or former employee of the Department and its predecessor agencies, current or former contractors of the Department or other United States Government agencies and their components, who is/are acting in an official capacity or in any individual capacity where the Department or other United States Government agency has agreed to represent the employee. Additional requirements of this System are found at Federal Register Notice FR 38756, Department of Energy Privacy Act Systems of Records; June 30, 2003.