

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Management and Enterprise Services

Office of Disclosure, Information Governance, and Accessibility

Division of Headquarters Freedom of Information

Effective Date: May 13, 2024

1. Division of Headquarters Freedom of Information (DCNAFC).

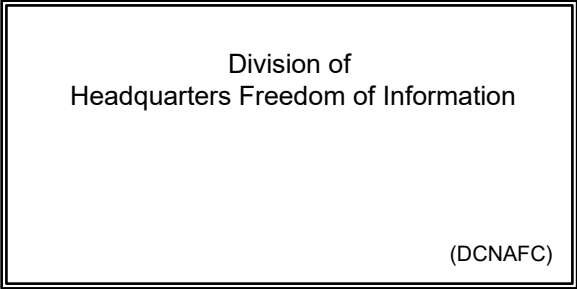
- A. Serves as the FDA expert and focal point for headquarters and field personnel in the development and implementation of effective policies and procedures in accordance with the Freedom of Information Act (FOIA), the Privacy Act, FDA regulations, and other relevant statutes. Includes establishing FDA-wide policies and providing guidance and leadership for the FOIA Privacy Act programs. Serves as the FDA's official Call Center and Public Liaison Office for FOIA matters.
- B. Receives, reviews, controls, coordinates, and routes all Freedom of Information (FOI) requests to the proper action office; designs and implements control mechanisms to assure FOI and Privacy Act inquiries are processed and responded to within established timeframes.
- C. Receives and reviews all recommendations for denials submitted by headquarters and field FOI officers. Analyzes the proposals and evaluates the potential need for supplemental information and/or changes in the recommendations, and coordinates with the submitting office before issuance of a denial for a grant of access, expedited processing, or fee waivers.
- D. Analyzes, compiles, and prepares reports on privacy and FOI activities in the FDA for the annual reports to the Department and for other reporting requirements.

E. Maintains copies of FDA manuals, indices, and other records required to be on public display in the public reading room and/or the e-reading rooms through FDA websites.

2. Authority and Effective Date.

The functional statements for the Division of Headquarters Freedom of Information were approved by the Secretary of Health and Human Services on March 5, 2024 and effective on May 13, 2024.

Department of Health and Human Services
Food and Drug Administration
Office of Operations
Office of Management and Enterprise Services
Office of Disclosure, Information Governance, and Accessibility
Division of Headquarters Freedom of Information



Staff Manual Guide 1117A.263
Organizations and Functions
Effective Date: May 13, 2024

The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Management and Enterprise Services, Office of Disclosure, Information Governance, and Accessibility, Division of Headquarters Freedom of Information organization structure depicting all the organizational structures reporting to the Director: