

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Devices and Radiological Health

Office of Communication, Information Disclosure, Training, and Education

Office of Communication and Content Development

Division of Information Disclosure

Effective: January 22, 2024

1. Division of Information Disclosure (DCCEEB).

- A. Serves as the Center for Devices and Radiological Health (CDRH) expert in the development and implementation of effective policies and procedures in accordance with the Freedom of Information Act (FOIA), Food and Drug Administration (FDA) regulations, and other relevant statutes. Establishes Center-wide policies and provides guidance and leadership for the FOIA program.
- B. Serves as the CDRH expert in the development and implementation of effective policies and procedures in accordance with the Privacy Act. Establishes Center-wide policies and provides guidance and leadership for the Privacy Act program.
- C. Directs a multidisciplinary team to control, manage, coordinate, and develop Freedom of Information and Privacy Act policies and activities.
- D. Receives, reviews, controls, coordinates, and routes all FOIA requests; designs and implements control mechanisms to assure FOIA requests are processed and responded to within established timeframes.
- E. Analyzes, compiles, and prepares reports on FOIA activities in the FDA for the reports to the Department and for other reporting requirements.
- F. Oversees CDRH's records management program.

2. Authority and Effective Date.

The functional statements for the Division of Information Disclosure were approved by the Secretary of Health and Human Services on December 21, 2023, and effective on January 22, 2024.

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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Devices and Radiological Health, Office of the Center Director, Office of Communication, Information Disclosure, Training and Education, Office of Communication and Content Development, Division of Information Disclosure organization structure depicting all the organizational structures reporting to the Director:

Division of Information Disclosure (DCCEEB)