

SMG 1260.23

FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND FUNCTIONS

FOOD AND DRUG ADMINISTRATION

OFFICE OF MEDICAL PRODUCTS AND TOBACCO

CENTER FOR DRUG EVALUATION AND RESEARCH

OFFICE OF REGULATORY POLICY

DIVISION OF INFORMATION DISCLOSURE POLICY

Effective Date: 10/20/2014

1. DIVISION OF INFORMATION DISCLOSURE POLICY (DKKNAAC).

- A. Provides overall policy direction, coordination, and clearance of all requests for information that raise issues concerning the appropriateness of the disclosure.
- B. Directs the design, development and implementation of information disclosure policies throughout the Center to ensure compliance with the Freedom of Information Act, Privacy Act and other statutes and Food and Drug Administration's (FDA) information disclosure regulations.

2. PROACTIVE DISCLOSURE BRANCH (DKKNAAC1)

- A. Provides coordination and clearance of information to be proactively published on FDA's website, ensuring that information is processed under the applicable laws and in accordance with established FDA regulations, policies, and procedures.

3. FREEDOM OF INFORMATION BRANCH (DKKNAAC2)

- A. Prepares, develops, and coordinates Center and Agency responses to drug-related requests under the Freedom of Information Act and Privacy Act, ensuring that requests are processed under the applicable laws and in accordance with established FDA regulations, policies, and procedures.

4. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Division were approved by the Director, Center for Drug Evaluation and Research effective October 20, 2014.

**FOOD AND DRUG ADMINISTRATION
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OFFICE OF THE DIRECTOR

Proactive Disclosure Branch
Freedom of Information Branch

STAFF MANUAL GUIDE 1260.23
ORGANIZATIONS AND FUNCTIONS
EFFECTIVE DATE: October 20, 2014

The following is the Food and Drug Administration, Office of Medical Products and Tobacco, Center for Drug Evaluation and Research, Office of Regulatory Policy, Division of Information Disclosure Policy organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR:

- Proactive Disclosure Branch
- Freedom of Information Branch