

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Drug Evaluation and Research

Office of Regulatory Policy

Division of Information Disclosure Policy

Effective Date: December 14, 2018

1. Division of Information Disclosure Policy (DCDBC).

- 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 (DCDBC1).

- 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.

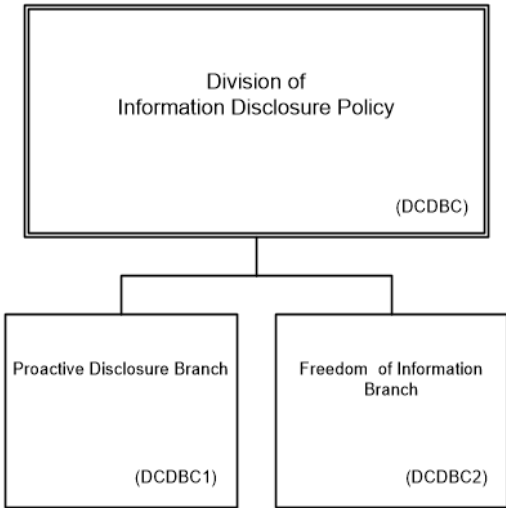
3. Freedom of Information Branch (DCDBC2).

- A. Prepares, develops, and coordinates Center and FDA 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 the Division of Information Disclosure Policy were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services
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The following is the Department of Health and Human Services, Food and Drug Administration, 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 Director.

Division of Information Disclosure Policy (DCCBC).