



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1300.2
Effective Date: October 10, 2012
Expiration Date: August 31, 2012**

Responsible Office: Office of Strategic Analysis, Communications, and Business Development (OSACB)

SUBJECT: Release of Information and Other Agency Records to Members of the Public Through the Freedom of Information Act

1. POLICY

LaRC will comply with release of information regulations as stated in the references.

2. APPLICABILITY

This directive sets forth the Langley Research Center (LaRC) policy and responsibilities for the release of information and other Agency records to members of the public through the Freedom of Information Act.

3. AUTHORITY

None

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPD 1382.17, "Privacy Act - Internal NASA Direction in Furtherance of NASA Regulation."
- b. Title 14, Code of Federal Regulations, Part 1206, "Availability of Agency Records to Members of the Public."
- c. Title 14, Code of Federal Regulations, Part 1212, "NASA Privacy Act Regulations."

5. RESPONSIBILITIES

- a. Head, Office of Communications, Office of Strategic Analysis, Communications and Business Development (OSACB) shall:

Coordinate this Centers program for release of information and records to the public in compliance with the Freedom of Information Act.

- b. Freedom of Information Act Officer, Office of Communications

(1) Serve as the Center focal point for requests for release of information and records to the public. Review and process requests in compliance with the Freedom of Information Act and NASA's implementing regulations.

(2) Log in and track requests for release of records to the public and assign FOIA case number.

c. Office of Chief Counsel

Provide legal advice, guidance, and review of FOIA actions and processing.

d. All Center Offices

Provide requested records under its control to the Freedom of Information Act Officer in order for the Freedom of Information Act Officer to respond appropriately to the request.

6. DELEGATION OF AUTHORITY

Center's Freedom of Information Act Officer

7. MEASUREMENT/VERIFICATION

Center's input to Agency's Annual FOIA Report

8. CANCELLATION

LAPD 1300.2, dated November 22, 2004

Original signed on file

Lesa B. Roe
Director

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