



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1300.2
Effective Date: November 22, 2004
Expiration Date: December 15, 2012**

Responsible Office: Office of Communications and Education

**SUBJECT: Release of Information and Other Agency Records to
Members of the Public Through the Freedom of Information Act
(revised July 12, 2005)**

1. REFERENCE

- 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."

2. SUMMARY

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. POLICY

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

4. RESPONSIBILITIES

- a. Head, Office of Public Affairs, Office of Communications and Education (OCE)

Coordinate this Center's 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 Public Affairs, OCE

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.

- c. Correspondence and Records Management, Center Operations Directorate

Log in requests for release of information and records to the public and assign document locator number.

- d. Office of Chief Counsel

Furnish an interpretation of the statutes, regulations, and court decisions applicable to release of information to members of the public in compliance with the Freedom of Information Act.

- e. 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 appropriately respond to the request.

5. RECISION

LAPD 1300.2, dated May 28, 1999.

(original signed on file -- May 28, 1999)

Jeremiah F. Creedon
Director