

Scientific and Technical Information Review Process

***U.S. Department of Energy
Nevada Operations Office***

October 1998

Definition

- n **Scientific and Technical Information**
 - Information in any format or medium which is derived from scientific and technical studies, work, or investigations which relate to research, development, demonstration, and other specialized areas such as environmental, health protection, and waste management.

 - It may be unclassified, unclassified sensitive, declassified, or classified.

Responsibilities (*cont.*)

- n Office of Public Affairs and Information has assigned responsibility for various programs which impact the review of documents and material generated throughout the DOE Nevada Operations Office complex:
 - Scientific and Technical Information
 - Classification/Declassification
 - Freedom of Information Act
 - Public Affairs
 - Privacy Act

Responsibilities (*cont.*)

- n Office of Public Affairs and Information has assigned responsibility for various programs which impact the review of documents and material generated throughout the DOE Nevada Operations Office complex:

- Scientific and Technical Information**

- < requires that all scientific and technical information products are reviewed for accuracy, policy, patent, copyright concerns, classification, and public release; appropriate announcement and availability restrictions are applied

Responsibilities (*cont.*)

- n Office of Public Affairs and Information has assigned responsibility for various programs which impact the review of documents and material generated throughout the DOE Nevada Operations Office complex:

- Scientific and Technical Information (*cont.*)**

- < ensures a fair return on taxpayer investment by identifying, processing, and disseminating all scientific and technical information products and making them available to the scientific community and the public

(source DOE O 241.1)

Responsibilities (*cont.*)

- n Office of Public Affairs and Information has assigned responsibility for various programs which impact the review of documents and material generated throughout the DOE Nevada Operations Office complex:

- Classification/Declassification***

- < requires that documents or material intended for widespread distribution or public release must be submitted to the local classification officer for classification review and determination prior to dissemination (source DOE M 475.1)

Responsibilities (*cont.*)

- n Office of Public Affairs and Information has assigned responsibility for various programs which impact the review of documents and material generated throughout the DOE Nevada Operations Office complex:

- Freedom of Information Act***

- < requires certain information be made available for inspection by the general public; however, not all documents are releasable -- nine exemptions which certain information may be withheld from public inspection (source 5 U.S.C. 552, 10 CFR 1004)

Responsibilities (*cont.*)

- n Office of Public Affairs and Information has assigned responsibility for various programs which impact the review of documents and material generated throughout the DOE Nevada Operations Office complex:

- Public Affairs**

- < requires review, in advance of release, of all public communications prepared and/or printed, copied, etc. with DOE funds which are intended for distribution to the public, or which may result in distribution, however limited, outside of the originating organization
(source DOE O 1340.1B)

Responsibilities (*cont.*)

- n Office of Public Affairs and Information has assigned responsibility for various programs which impact the review of documents and material generated throughout the DOE Nevada Operations Office complex:

- Public Affairs (cont.)***

- < requires review, in advance of release, of all audiovisual productions and exhibits developed and/or used for public dissemination of information, whether produced in-house, under contracts, or any other form of financial assistance (source DOE O 1350.1)

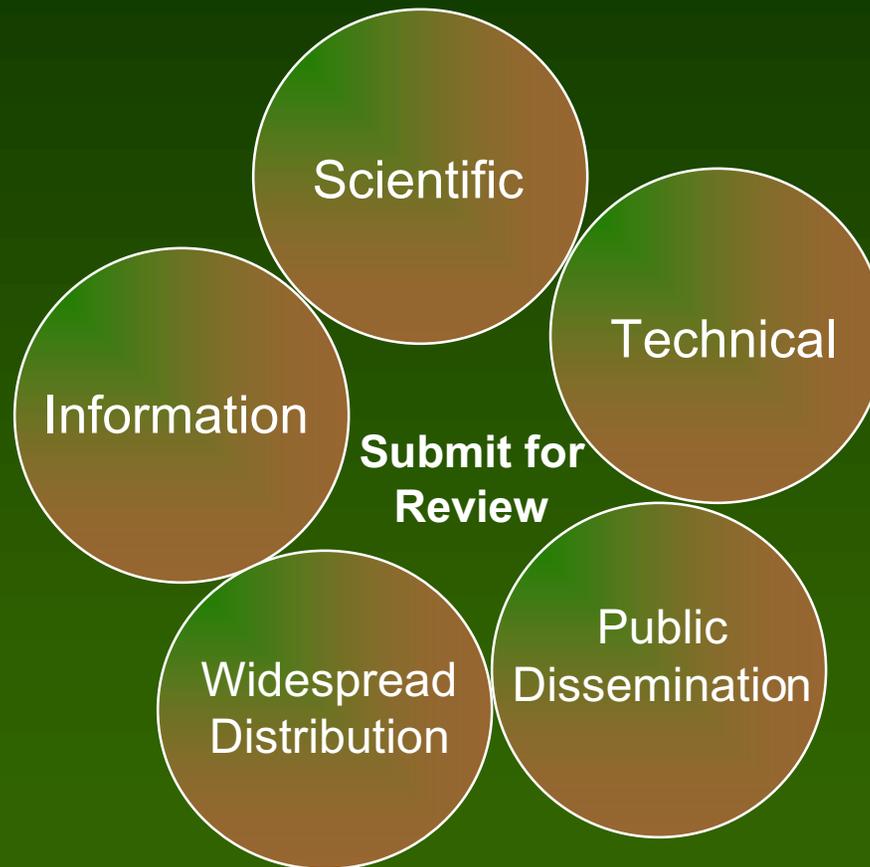
Responsibilities (*cont.*)

- n Office of Public Affairs and Information has assigned responsibility for various programs which impact the review of documents and material generated throughout the DOE Nevada Operations Office complex:

- Privacy Act***

- < provides certain safeguards for an individual against an invasion of personal privacy; unwarranted public release of personal information (source 5 U.S.C. 552a, 10 CFR 1008)

Review Required



Review Process

- n Submit final draft copy of the information product to Office of Public Affairs and Information for review and approval
 - four copies
 - 30-day review
 - includes reports, abstracts, conference papers, conference proceedings, journal articles, books, booklets, computer media, internet web page material, audiovisual/multimedia material, pamphlets, etc.

Review Process (*cont.*)

n Office of Public Affairs and Information

- ensures that all draft information products are reviewed for technical accuracy, policy, patent, copyright concerns, classification, public release, and distribution limitation requirements
- prepares product approval/disapproval memo
 - < approval/disapproval decision based on comments received from review process
 - < original memo sent to product s originating office
 - < copy of memo sent to programmatic office
 - < memo includes a copy of product s pages containing corrections/changes/comments received from review process

Commitment

Openness in government is essential to accountability. Therefore, we stand prepared to assist you as we work together to make this office more open, more responsive, more accountable, and ensure that the maximum amount of government information is made publicly available.