OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 91-62 July 30, 1991

TO: All Regional Directors, Officers-in-Charge, and Resident Officers

FROM: Joseph E. DeSio, Associate General Counsel

SUBJECT: Public Requests to View or Receive a Copy of "Collective Bargaining Units in Acute-Care Hospitals" Videotape

You may be receiving requests from the public to either view or secure a copy of the "Collective Bargaining Units in Acute Care Hospitals" videotape which was recently distributed to the field. The purpose of this memorandum is to advise you as to the procedure to be followed when such requests arise.

We have determined that the videotape is releasable to the public pursuant to the Freedom of Information Act (FOIA). Thus we will honor all requests (even if not technically framed as a FOIA request) to view or secure a copy of the tape. Copies of the tape are maintained by the Employee Development Section of the Personnel Branch. If you receive a written request for a copy, please direct that request to the Employee Development Section, Room 1309, 1717 Pennsylvania Avenue, NW, Washington DC. 20570, and send a letter to the person indicating that the request has been granted and has been referred to Washington. A sample letter is attached.

Those wishing a copy of the tape may, if they prefer, make their request directly to the Employee Development Section at the above address. Since the current cost (subject to later change) of duplicating and mailing the tape is approximately $8 per tape, there will be no charge under the Agency's FOIA policy for one copy (i.e., this would fall below the $11 minimum). Requests for two or more copies will be charged at $8 a copy.

It is possible that some people will request to view the tape rather than seek a copy. If such requests arise, arrangements should be made, on terms convenient to the Region, for the requester to view the tape <u>in the office</u>. Because there is only one copy of the tape per office, the tape should not be "loaned" to the requester.

Any questions concerning this memorandum may be directed to Deputy to the Assistant General Counsel Dana L. Hesse at 254-9336.

J.E.D.

Attachment

cc: NLRBU

Model Response Letter for Requests
To Secure Hospital Videotape

Dear _____

This is in response to your letter of _____, received in this office on _____, in which you request, pursuant to the Freedom of Information Act (FOIA), a copy of the Agency's videotape entitled "Collective Bargaining Units in Acute Care Hospitals."

We will supply you with a copy of this videotape. However, all extra copies of this tape are maintained in our Washington headquarters rather than in the field offices. Therefore, we are forwarding your request to the National Labor Relations Board, Personnel Branch, Employee Development Section, 1717 Pennsylvania Avenue, NW, Room 1309, Washington, DC 20570, which will begin processing your request upon receipt of this referral.

Sincerely,

_____

cc: Employee Development Section