

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 14-45

April 3, 2014

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

From: Anne Purcell, Associate General Counsel

Subject: Electronic FOIA Request Files

In Memorandum OM 12-32, we announced that the FOIA Tracking System (FTS) had been modified to allow users to upload and store FOIA requests and response documents. When FOIA requests were appealed, we required Regions to upload the FOIA request and the Region's response. We also strongly encouraged Regions to begin uploading their FOIA documents into the system and use in lieu of the paper FOIA case file.

We are now expanding the requirement to include uploading all FOIA requests and Regional responses into FTS. Accordingly, Regions should cease maintaining the paper FOIA file. For your convenience, uploading instructions are attached. This will assist in the transition of FOIA functions to the Division of Legal Counsel.

We appreciate your cooperation. If you have any questions, please contact AGC Elizabeth Kilpatrick.

/s/
A.P.

Attachment
cc: NLRBU