**HOW TO REQUEST RECORDS FROM NOAA:**

There are different types of records requests, both internal, and external to NOAA.  Different requests require separate artifacts and authority in order to be processed.  Misdirected requests, or requests for records that do not include the correct artifacts, or that have not been properly authorized, may not be processed.  NOAA will respond to requests for records that are properly submitted, and comply with the appropriate statutory, regulatory, and process requirements.  This will ensure requirements governing issues such as Privacy, Law Enforcement, Transparency, and Judicial interests are met.

Please identify which category your request falls into and follow the appropriate request instructions below.  Do not include Sensitive Personally Identifiable Information in your request for records.

1. **If you are seeking records on behalf of another agency:** Please submit your request, along with an attachment of the artifact showing the basis for the request (such as an MOU or an inter-agency working group charter), along with the contact point to send the records, to the following email address:  [ums.support@noaa.gov](mailto:ums.support@noaa.gov).  If your agency and records use qualifies for Routine Use disclosure under the Privacy Act, you may alternatively submit your request as outlined below for Routine Use disclosure under 5 USC § 552a(b)(3) of the Privacy Act.
2. **If you are seeking records pursuant to the FOIA:** Please go to FOIAOnline at the following website:  [www.foiaonline.regulations.foia.gov](http://www.foiaonline.regulations.foia.gov/).  FOIAOnline is the official repository for all FOIA requests, administrative processing, and online access portal for the Department of Commerce (with the exception of USPTO).  Records produced pursuant to a FOIA request will be distributed directly through the forward-facing portal on the FOIAOnline site.
3. **If you are seeking records about yourself or someone who has provided you authorization to access records pertaining to them pursuant to the Access Provisions of the Privacy Act**:  Please provide a verification of identity, pursuant to 15 CFR 4.24, or include a perjury statement under the same regulation, and attach it to your request.  Your request may be submitted through the same FOIAOnline webpage at [www.foiaonline.regulations.foia.gov](http://www.foiaonline.regulations.foia.gov/).  However, you need to indicate that you are seeking records pursuant to the Privacy Act.  Unlike a response under the FOIA, records disclosed pursuant to the Privacy Act will only be provided to the requester, and will not be made generally available to the public.
4. **If you are seeking records pursuant to the Routine Use Provisions of 5 USC § 552a(b)(3) of the Privacy Act and the records are covered by a System of Records Notice (SORN):**  Please submit your request to [mark.graff@noaa.gov](mailto:mark.graff@noaa.gov), identify the SORN, Routine Use, specific records you are seeking, your justification for qualifying for that routine use, and the contact point to provide you records.
5. **If you are seeking records on behalf of a law enforcement agency:**Please submit your request through the Office of Inspector General (OIG) and Office of General Counsel (OGC).  All Law Enforcement requests must be accompanied by an official court order or official investigation documentation.  All OIG and OGC requests must be approved by [Zachary.Goldstein@noaa.gov](mailto:Zachary.Goldstein@noaa.gov) (CIO) and/or [Douglas.A.Perry@noaa.gov](mailto:Douglas.A.Perry@noaa.gov) (Deputy CIO).  The search request should be a Word document submitted via Kiteworks to [zachary.goldstein@noaa.gov](mailto:zachary.goldstein@noaa.gov) and [douglas.a.perry@noaa.gov](mailto:douglas.a.perry@noaa.gov), and the title of the document should not contain identifying information about individuals; often the title will be the case #.
6. **If you are seeking payroll, eOPF, archived records transferred to NARA, or records regarding an entity other than NOAA**:  NOAA is not the custodian of these records.  Please contact the agency that maintains each of the respective types of records you are seeking.  If you are submitting a FOIA request regarding non-NOAA records, please go to [www.foia.gov](http://www.foia.gov/) to identify the contact point for submitting FOIA requests to other agencies.
7. **If you have a subpoena for the production of records for a case in which NOAA is not a party**:  Please contact the Department of Commerce, General Law Division (GLD) at <https://ogc.commerce.gov/collection/general-litigation-division>.  GLD is responsible for administering the Department's *Touhy* regulations pursuant to 15 C.F.R. Part 15, exclusive of Subpart C at §§ 15.21-15.25.
8. **If you are submitting an Internal Request for information:**Please coordinate any Forensics Investigations with employee labor relation personnel in workforce management or under the direct written authorization of a CIO/ACIO.  Please submit any CIO/ACIO authorization as an artifact accompanying any requests for Email Retrieval for specific work-related data.  These requests should be coordinated with the employee, direct LDAP listed supervisor, or PMA, in writing, to [ums.support@noaa.gov](mailto:ums.support@noaa.gov).

If you have questions about any of the instructions above, please contact Mark Graff at [mark.graff@noaa.gov](mailto:mark.graff@noaa.gov).