§ 2.1 Responsibilities of Requesters

2.82 How can I obtain employee testimony or Department records?
2.83 If I serve a subpoena duces tecum, must I also submit a Touhy Request?
2.84 What information must I put in my Touhy Request?
2.85 How much will I be charged?
2.86 Can I get an authenticated copy of a Department record?

Responsibilities of the Department

2.87 How will the Department process my Touhy Request?
2.88 What criteria will the Department consider in responding to my Touhy Request?

Responsibilities of Employees

2.89 What must I, as an employee, do upon receiving a request?
2.90 Must I get approval before testifying as an expert witness on a subject outside the scope of my official duties?

APPENDIX A TO PART 2—Department of the Interior FOIA and Public Affairs Contacts, and Reading Rooms

APPENDIX B TO PART 2—Internet Addresses

APPENDIX C TO PART 2—Fee Schedule

APPENDIX D TO PART 2—Fee Waiver Criteria

APPENDIX E TO PART 2—FOIA Exemptions

APPENDIX F TO PART 2—Mineral Leasing Act and Mineral Leasing Act for Acquired Lands—Special Rules


Source: 40 FR 7305, Feb. 19, 1975, unless otherwise noted.

Subpart A—General Information

Source: 67 FR 64530, Oct. 21, 2002, unless otherwise noted.

§ 2.1 What do the regulations cover?

(a) The regulations implement the Freedom of Information Act (FOIA), 5 U.S.C. 552, and contain the procedures by which the public may inspect and obtain copies of Department of the Interior (DOI or Department) records through the FOIA or by other means.

(b) They apply to all agency records as defined in § 2.23(c).

(c) The policy and procedures set forth in these regulations apply to all bureaus and offices of the Department.

(d) Nothing in the regulations will entitle you to any service or any record that is not required to be provided under the FOIA.

(e) These regulations do not apply to records that fall under the law enforcement exclusions contained in 5 U.S.C. 552(c).

§ 2.2 What is DOI’s policy regarding release of records under the FOIA?

It is our policy to make records of the Department available to the public consistent with the spirit of the FOIA and the Privacy Act.

§ 2.3 What terms do I need to know?

For the purposes of this part, the following definitions apply:

(a) Act and FOIA mean the Freedom of Information Act, 5 U.S.C. 552, as amended.

(b) Agency means any executive department, military department, Government corporation, Government-controlled corporation, or other establishment in the executive branch of the Federal Government, or any independent regulatory agency.

(c) Agency record means any documentary material which is either created or obtained by an agency in the transaction of agency business and under agency control. See §§ 2.21 and 2.25.

(1) Agency records include:

(i) Books, papers, maps, charts, plats, plans, architectural drawings, photographs, and microfilm;

(ii) Machine-readable materials such as magnetic tape and disks;

(iii) Electronic records (including e-mail messages);

(iv) Audiovisual material such as still pictures, sound and video recordings; and

(v) All other documentary materials, regardless of physical form, format or characteristics.

(2) This definition generally does not cover records of an individual which are:

(i) Created and maintained primarily for an individual’s convenience;

(ii) Not subject to agency creation or retention requirements; and

(iii) Not distributed to other agency employees for their official use.

(d) Bureau means any major component of the Department administering its own FOIA program. A list of these