§ 16.300 Access to documents for the purpose of responding to an official inquiry.

(a) To the extent permitted by law, former employees of the Department shall be given access to documents that they originated, reviewed, or signed while employees of the Department, for the purpose of responding to an official inquiry by a federal, state, or local government entity or professional licensing authority. Documents include memoranda, drafts, reports, notes,
written communications, and documents stored electronically that are in
the possession of the Department. Access ordinarily will be provided on
government premises.
(b) Requests for access to documents under this section must be submitted
in writing to the head of the component where the employee worked when
originating, reviewing, or signing the documents. If the employee requesting
access was the Attorney General, Deputy Attorney General, or Associate At-
torney General, the request may be granted by the Assistant Attorney
General for Administration. This authority may not be delegated below the
level of principal deputy component head.
(c) The written request should de-
scribe with specificity the documents
to which access is sought (including
time periods wherever possible), the
reason for which access is sought (in-
cluding the timing of the official in-
quiry involved), and any intended dis-
closure of any of the information con-
tained in the documents.
(d) The requester must agree in writ-
ting to safeguard the information from
unauthorized disclosure and not to fur-
ther disclose the information, by any
means of communication, or to make
copies, without the permission of the
Department. Determinations regarding
any further disclosure of information
or removal of copies shall be made in
accordance with applicable standards
and procedures.

§ 16.301 Limitations.
(a) The Department may deny or
limit access under this subpart where
providing the requested access would be unduly burdensome.
(b) Access under this subpart to clas-
sified information is governed by Exec-
utive Order 12958 and 28 CFR 17.46. Re-
quests for access to classified information must be submitted to (or will be
referred to) the Department Security
Officer and may be granted by the De-
partment Security Officer in consulta-
tion with the appropriate component
head.
(c) Nothing in this subpart shall be
construed to supplant the operation of
other applicable prohibitions against disclosure.
(d) This subpart is not intended to,
does not, and may not be relied upon
to, create any right or benefit, sub-
stantive or procedural, enforceable at
law by a party against the United
States.

APPENDIX I TO PART 16—COMPONENTS OF
THE DEPARTMENT OF JUSTICE

Unless a separate address is listed below,
the address for each component is: [compo-
nent name], U.S. Department of Justice, 950
Pennsylvania Avenue, NW., Washington, DC
20530–0001. For all components marked by an
asterisk, FOIA and Privacy Act requests
should be sent to the Office of Information
and Privacy, U.S. Department of Justice,
Flag Bldg., Suite 570, Washington, DC 20530–
0001. The components are:

A
Office of the Attorney General *
Office of the Deputy Attorney General *
Office of the Associate Attorney General *
Office of the Solicitor General

B
Office of Information and Privacy *
Office of the Inspector General
Office of the Intelligence Policy and Review
Office of Intergovernmental Affairs *
Office of Investigative Agency Policies
Office of Legal Counsel
Office of Legislative Affairs *
Office of Policy Development *
Office of Professional Responsibility
Office of Public Affairs *

C
Antitrust Division, U.S. Department of Jus-
tice, LPB Bldg., Suite 200, Washington, DC
20530–0001
Civil Division, U.S. Department of Justice,
901E Bldg., Room 888, Washington, DC
20530–0001
Civil Rights Division, U.S. Department of
Justice, NYAV Bldg., Room 8000B, Wash-
ington, DC 20530–0001
Criminal Division, U.S. Department of
Justice, WCTR Bldg., Suite 1073, Wash-
ington, DC 20530–0001
Environment and Natural Resources Divi-
sion, U.S. Department of Justice, Post Of-
lice Box 4390, Washington, DC 20044–4390
Justice Management Division
Tax Division, U.S. Department of Justice,
JCB Bldg., Room 6823, Washington, DC
20530–0001
Bureau of Alcohol, Tobacco, Firearms, and
Explosives, U.S. Department of Justice,
Washington, DC 20226
Bureau of Prisons, U.S. Department of Jus-
tice, HOLC Bldg., Room 738, 320 First
Street, NW., Washington, DC 20534–0001

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