



DEPARTMENT OF THE ARMY
U.S. ARMY CRIMINAL INVESTIGATION COMMAND
U.S. ARMY CRIME RECORDS CENTER
27130 TELEGRAPH ROAD
QUANTICO, VA 22134

REPLY TO
ATTENTION OF

CICR-ZA

19 December 2019

MEMORANDUM FOR RECORD

SUBJECT: UNITED STATES ARMY CRIMINAL INVESTIGATION COMMAND
FREEDOM OF INFORMATION ACT (FOIA) READING ROOM

1. References:

- a. 5 U.S.C. §552, The Freedom of Information Act (FOIA)
- b. Public Law 104-231, Electronic Freedom of Information Act Amendments of 1996
- c. DoD Regulation 5400.7-R, DOD Freedom of Information Act Program, 25 January 2017
- d. Army Regulation 25-55, The Department of the Army Freedom of Information Act Program, 1 November 1997

2. The purpose of the FOIA is to require agencies of the Federal Government to make certain agency information available for public inspection and copying and to establish and enable enforcement of the right of any person to obtain access to the records of such agencies, subject to statutory exemptions, for any public or private purpose.

3. Reference 1b was signed into law to "bring the FOIA into the electronic age". The legislation requires that agency records that have been released in response to FOIA, or that may become the subject of subsequent FOIA requests in the future, be made publically available.

4. Pursuant to section 552(a)(2) of the FOIA, each Federal agency must make four categories of records affirmatively available by electronic means:

- a. Federal agency "final opinions [and] . . . orders" made in the adjudication of cases
- b. specific agency policy statements
- c. administrative staff manuals and instructions to staff that affect a member of the public

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d. records disclosed in response to a FOIA request that "the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records".

5. Typically, agencies fulfill this requirement by posting records in "reading rooms" on their FOIA websites.

6. To comply with the FOIA, Headquarters, United States Army Criminal Investigation Command (HQUSACIDC) has created a FOIA reading room on the USACIDC website accessible at <http://www.cid.army.mil>.

7. The Army law enforcement reports posted to the reading room will be selected by the Chief, FOIA/PA Division, United States Army Crime Records Center (USACRC) and approved by the Director, USACRC. Upon approval by the Director, USACRC, the reports will be uploaded to the USACRC site on the HQUSACIDC Law Enforcement Advisory Portal and made accessible to the Office of the Chief of Public Affairs, HQUSACIDC, for posting to the FOIA reading room.

8. The Director, USACRC, has managerial responsibility of the HQUSACIDC reading room and may modify existing policies and procedures as deemed appropriate to ensure optimum efficiency of the reading room.

9. Point of contact is Ms. Kardelis, Chief, FOIA/PA Division, (571) 305-4204 or michelle.a.kardelis.civ@mail.mil



CHESTER B. LONGCOR
Director