



National Transportation Safety Board

Washington, D.C. 20594

Office of the Chief Information Officer

October 28, 2008

Certification of Agency Compliance with Freedom of Information Act's (FOIA) Reading Room Requirements

Certification of FOIA Reading Room

a. Internal Review of Agency FOIA Reading Room

The NTSB reviewed its FOIA Reading Room and determined that it includes the following:

1. "final opinions [and] . . . orders" (these are entitled, "NTSB Case Decisions" within the electronic reading room)
2. specific agency policy statements (NTSB policies concerning website availability and information on the NTSB website are available at http://www.nts.gov/Abt_NTSB/site_policies/accessibility.htm; NTSB policies concerning the submission of requests for information are available at <http://www.nts.gov/info/foia.htm>. These links are available in the electronic reading room.)
3. "administrative staff manuals and instructions to staff that affect a member of the public" (links to NTSB staff manuals and investigation guides and procedures are located in the NTSB's electronic reading room); and
4. 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." (links to frequently requested records from investigations are available in the electronic reading room.)

b. Reading Room Deficiencies

One deficiency was located following the review of the NTSB FOIA Reading Room: "final opinions [and] . . . orders" were not posted to the Reading Room. A database of these opinions and orders, however, has long been available on another web page within the NTSB web site, and members of the public who practice before the NTSB frequently visit the web page.

Corrective steps taken: "final opinions [and] . . . orders" (NTSB Case Decisions) are now also posted to the NTSB FOIA Reading Room. These opinions and orders are available in an online searchable database that includes opinions from 1992 to the present.

c. Certification

In partnership with the Computer Services Division, the Records Management staff updated the FOIA section of the Safety Board's public website to bring it into full compliance with FOIA regulations and guidance. The NTSB certifies that the FOIA Reading Room fulfills the requirements set forth at 5 U.S.C. § 552(a)(2), and described in the Attorney General's May 30, 2008 report.