

can find additional information on access to national security classified records at NARA in 36 CFR part 1254.

**§ 1250.76 May I email my FOIA appeal?**

Yes, you may submit a FOIA appeal via email to [http://www.archives.gov/global\\_pages/inquire\\_form.html](http://www.archives.gov/global_pages/inquire_form.html). You must put the words “FOIA Appeal” in the subject line of your email message. The body of your message must contain the information in § 1250.72(b).

[66 FR 16376, Mar. 23, 2001, as amended at 67 FR 43253, June 27, 2002]

**§ 1250.78 How does NARA handle appeals?**

NARA will respond to your appeal within 20 working days after its receipt of the appeal by NARA. If we reverse or modify our initial decision, we will inform you in writing and reprocess your request. If we do not change our initial decision, our response to you will explain the reasons for our decision, any FOIA exemptions that apply, and your right to judicial review of our decision.

**Subpart E—Special Situations**

**§ 1250.80 How does a submitter identify records containing confidential commercial information?**

When a person submits records that contain confidential commercial information to NARA, that person may state in writing that all or part of the records are exempt from disclosure under exemption (b)(4) of the FOIA.

**§ 1250.82 How will NARA handle a FOIA request for confidential commercial information?**

If NARA receives a FOIA request for records containing confidential commercial information or for records that we believe may contain confidential commercial information and if the information is less than 10 years old, we will follow these procedures:

(a) If, after reviewing the records in response to a FOIA request, we believe that the records may be opened, we will make reasonable efforts to inform the submitter of this. When the request is for information from a single or small number of submitters, NARA will send a notice via registered mail to the submitter’s last known address.

Our notice to the submitter will include a copy of the FOIA request and will tell the submitter the time limits and procedures for objecting to the release of the requested material.

(b) The submitter will have 5 working days from the receipt of our notice to object to the release and to explain the basis for the objection. The NARA FOIA Officer may extend this period for an additional 5 working days.

(c) NARA will review and consider all objections to release that are received within the time limit. If we decide to release the records, we will inform the submitter in writing. This notice will include copies of the records as we intend to release them and our reasons for deciding to release. We will also inform the submitter that we intend to release the records 10 working days after the date of the notice unless a U.S. District Court forbids disclosure.

(d) If the requester files a lawsuit under the FOIA for access to any withheld records, we will inform the submitter.

(e) We will notify the requester whenever we notify the submitter of the opportunity to object or to extend the time for objecting.

**PART 1251—TESTIMONY BY NARA EMPLOYEES RELATING TO AGENCY INFORMATION AND PRODUCTION OF RECORDS IN LEGAL PROCEEDINGS**

Sec.

1251.1 What is the purpose of this part?

1251.2 To what demands does this part apply?

1251.3 What definitions apply to this part?

1251.4 May employees provide records or give testimony in response to a demand without authorization?

1251.6 How does the General Counsel determine whether to comply with a demand for records or testimony?

1251.8 Who is authorized to accept service of a subpoena demanding the production of records or testimony?

1251.10 What are the filing requirements for a demand for documents or testimony?

1251.12 How does NARA process your demand?

1251.14 Who makes the final determination on compliance with demands for records or testimony?

1251.16 Are there any restrictions that apply to testimony?