

**OFFICIAL USE ONLY – PRIVACY ACT INFORMATION**

Date:

Freedom of Information Act (FOIA) Officer  
U.S. Department of Energy  
Oak Ridge Operations Office  
Post Office Box 2001  
Oak Ridge, Tennessee 37831-8510

Dear FOIA Officer:

**FREEDOM OF INFORMATION ACT (FOIA) REQUEST**

Pursuant to the FOIA, I would like to request a copy of the following records of a deceased individual:

- MEDICAL
- PERSONNEL
- RADIATION EXPOSURE
- ORINS HOSPITAL FILE
- INDUSTRIAL HYGIENE
- PERSONNEL SECURITY FILE

The following information should provide you with everything you need to process this request.

Name of deceased: \_\_\_\_\_  
(maiden or married names if any) \_\_\_\_\_  
Date of Birth:(optional) \_\_\_\_\_ Date of Death: (optional) \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
Employed By: (if known) \_\_\_\_\_  
Agency, company and/or plant(s)/site(s) if known: \_\_\_\_\_

Badge No. if known: \_\_\_\_\_  
Employment dates if known: \_\_\_\_\_

To verify proof of death for Privacy Act purposes, \_\_\_\_\_ I will send ;or \_\_\_\_\_ I have enclosed a copy of a death certificate, obituary or other similar proof of death.

When the above requested records are found, please forward them to me at the address below

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

If additional information is needed, I can be reached at phone: \_\_\_\_\_

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## **Privacy Act Statement**

Pursuant to Section 552 and 552a of Title 5 of the U.S. Code, 10 CFR 1004, and 10 CFR 1008, this information is maintained in Department of Energy Privacy Act System of Records DOE-55 Freedom of Information and Privacy Act Requests. The purpose for collection of personal information from individuals requesting copies of records from the Department of Energy (DOE) under the provisions of the FOIA and the Privacy Act is to record, control, and determine the status of FOIA and Privacy Act requests; produce statistical reports; and provide a data source for management information. The categories of information collected include the name, address, and telephone number of the person requesting records; a description or identification of the records requested, including but not limited to social security numbers or other personal identifying information; and allowable fees data. Records may be retrieved by name of requester, social security number, and/or an assigned request control number. Access is limited to those whose official duties require access to records in this System. This information may also be disclosed as a routine use to another Federal agency when consultation or referral is required to process requests; a member of Congress submitting a request involving the constituent when the constituent has requested assistance from the member with respect to the subject matter of the record; and to Department of Energy contractors in the performance of their contracts and their officers and employees who have a need for the record in the performance of their duties. Additional disclosures of this information may be made as a routine use in court or administrative proceedings when such disclosure is: (1) relevant to, and necessary for, the proceeding; (2) is compatible with the purpose for which the Department collected the records; and (3) the proceedings involve; (a) the Department, its predecessor agencies, current or former contractors of the Department, or other United States Government agencies and their components, or (b) a current or former employee of the Department and its predecessor agencies, current or former contractors of the Department or other United States Government agencies and their components, who is/are acting in an official capacity or in any individual capacity where the Department or other United States Government agency has agreed to represent the employee. Additional requirements of this System are found at Federal Register Notice FR 27299, Department of Energy Privacy Act Systems of Records; May 16, 2001.