OFFICE OF REGULATORY POLICY

Repository Searching in the Division of Information Disclosure Policy (DIDP)

CONTENTS

PURPOSE
BACKGROUND
DEFINITIONS
POLICY
RESPONSIBILITIES
PROCEDURES
EFFECTIVE DATE

Attachment A – Instructions for Logging Into the FOI Repository and Using the Search Capabilities

PURPOSE

- This MAPP provides instruction to Office of Regulatory Policy employees on the use of the Freedom of Information (FOI) Repository to log in and search for FOI requests.

BACKGROUND

- FDA's Office of the Commissioner (OC) has developed an Internet based database that will store FOI requests, information on requests, and the Agency's responses to the requests. This information can be found in the OC's Agency Information Management System (AIMS). This MAPP will describe how to locate pertinent documents regarding FOI requests.

DEFINITIONS

- **AIMS:** Agency Information Management System
- **FOI:** Freedom of Information
- **FOI Requests:** Requests made under the Freedom of Information Act (5 U.S.C. s ection 552)

- **Repository or FOI Repository:** The Internet-based database found in AIMS. The repository is named "Disclosure" in AIMS.

POLICY

- OC provides FOI requests electronically to CDER and other centers and offices in the Agency. To make the process more efficient, OC has developed a system that enables FOI requests, information on the requests, and Agency responses to be stored, accessed, and retrieved from an employee's computer.

RESPONSIBILITIES

- CDER's Division of Information Disclosure Policy (DIDP) FOI Specialist will retrieve and distribute incoming FOI requests.
- CDER's DIDP staff will search and retrieve information on FOI requests from the FOI Repository.

PROCEDURES

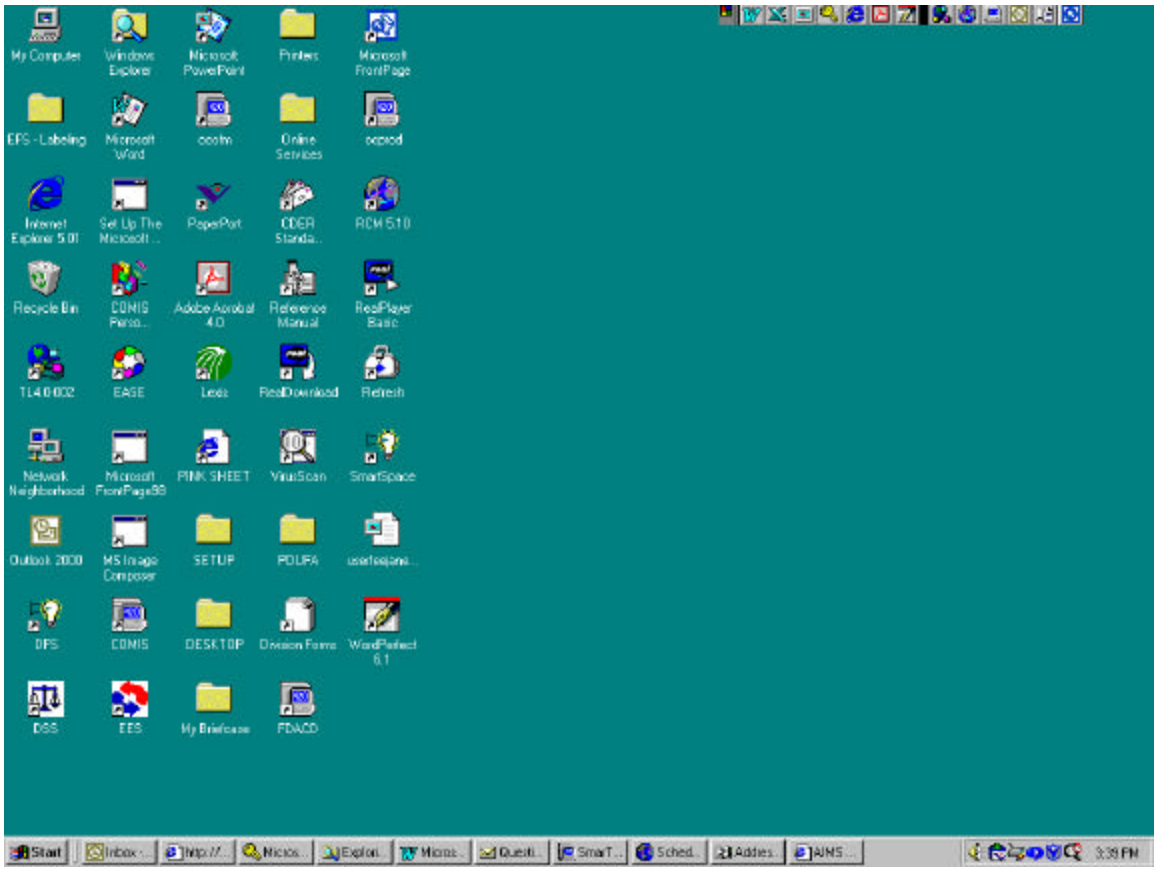
- Detailed instructions on accessing and searching the AIMS database are provided in Attachment A.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment A - Instructions for Logging Into the FOI Repository and Using the Search Capabilities

On your desktop, open Internet Explorer – double click on the icon:

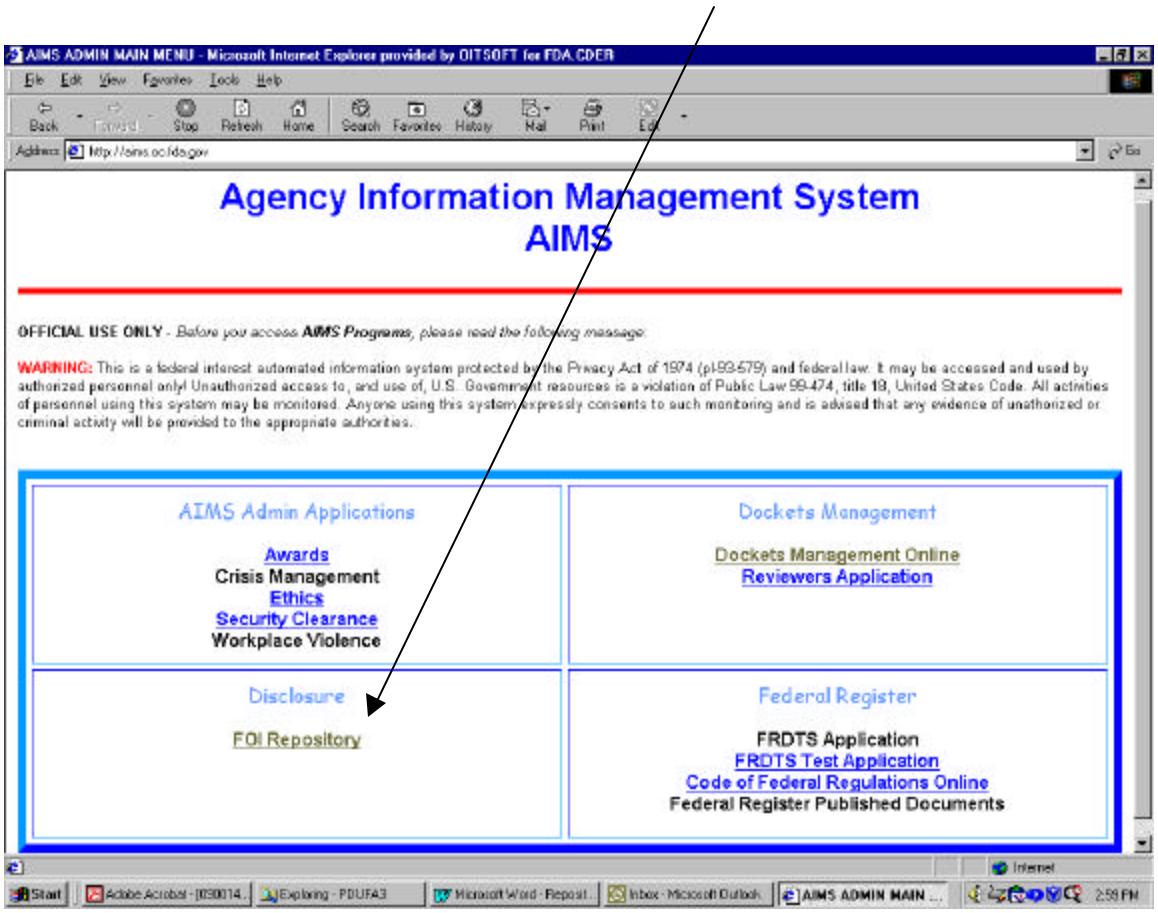


Logging In

Once you are on your home page, type in the web address for the repository (http://aims.oc.fda.gov), and then press the Enter key.

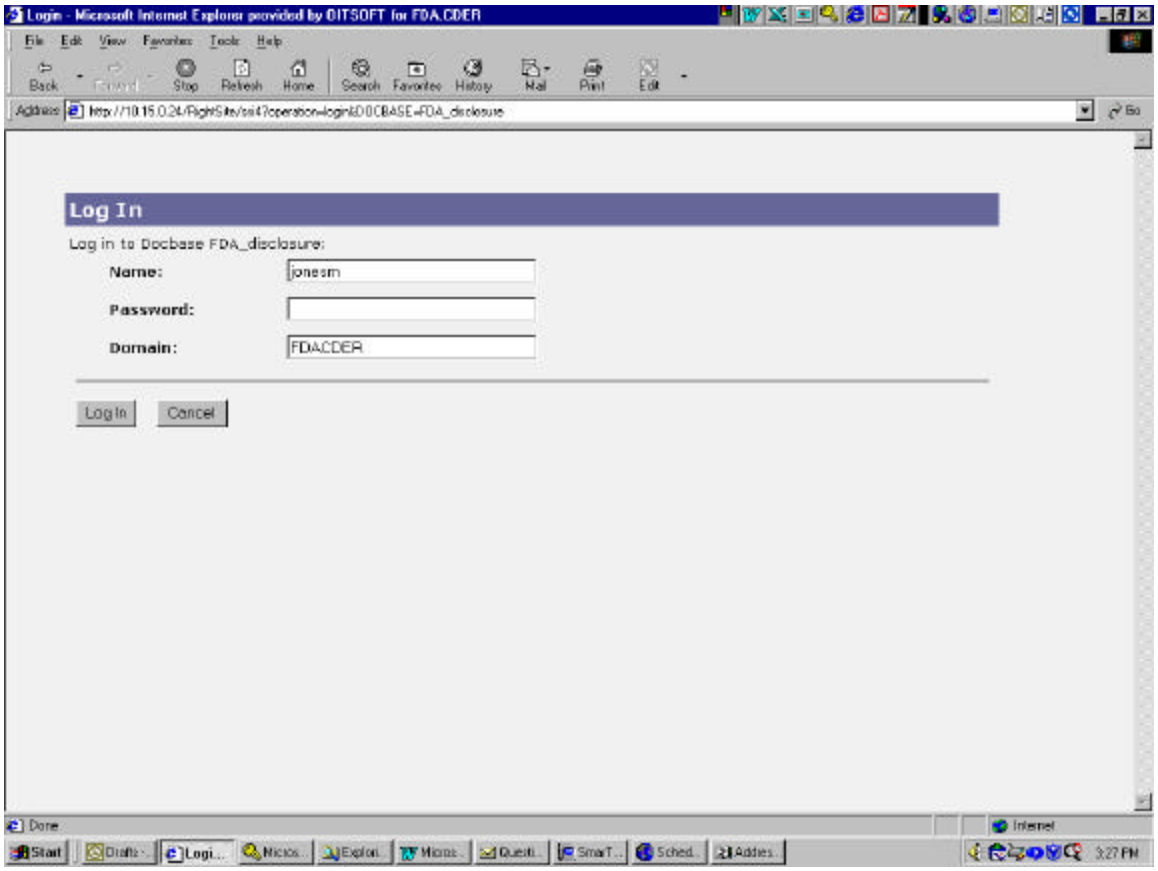
Once you see the AIMS home page (see the next page) you may want to save it to your favorites folder.

Click on the button that says “FOI Repository.” See below in the “Disclosure” box.

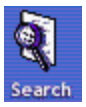


Note: If you are a first-time user or you are using a new or different workstation, you **MAY** receive the ***Unable to Check for Plug-in*** screen. Because you are only viewing or copying information from the repository, you won’t need the plug-in. Because you do **NOT** need the plug-in, select ***Without Plug-in*** and check ***Do not ask this in the future.*** Then click ***OK.*** The log in screen should appear. Occasionally this message will appear even though the plug-in has been installed. If this occurs, click ***OK.*** The log in screen should appear. If you do not receive the ***Unable to Check for Plug-in*** screen, continue on as you normally would.

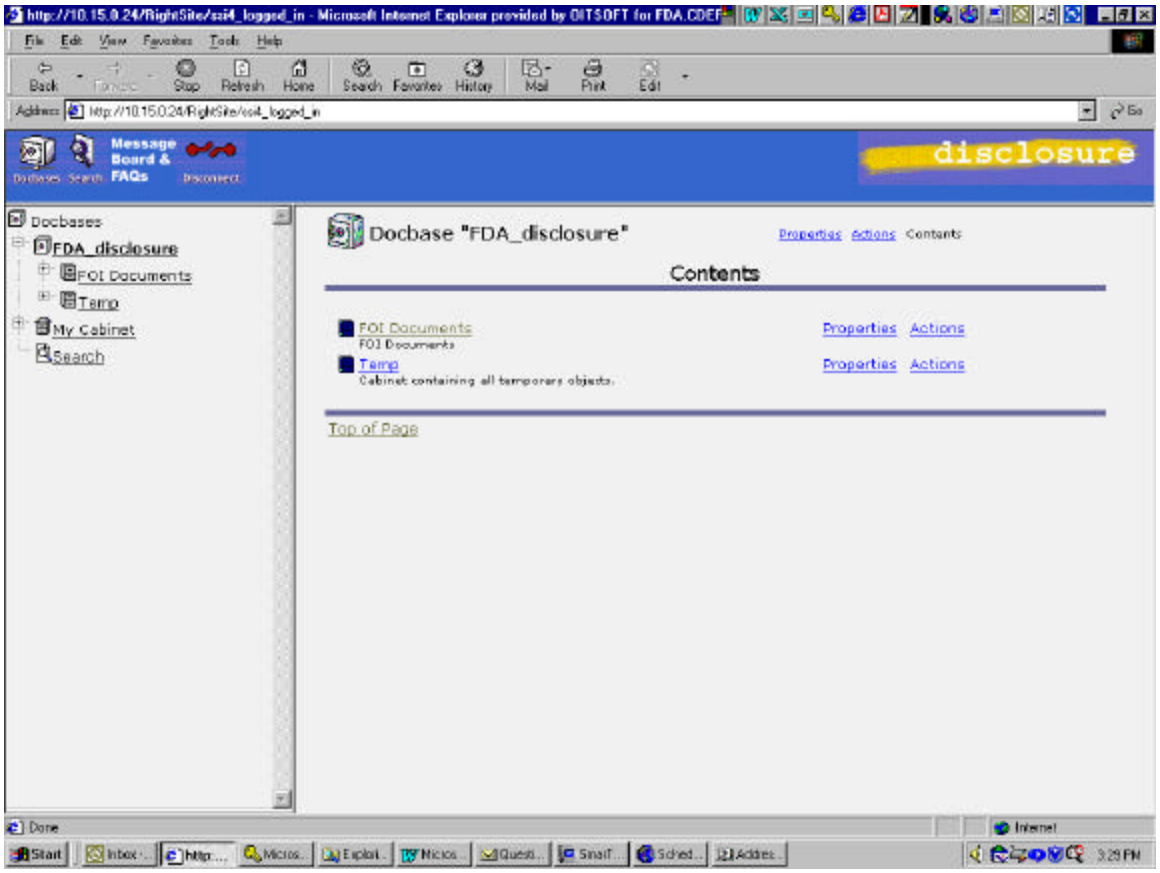
Type in your user name (e.g., jonesm), network password (what you use to log into CDER's network each morning), and the domain (i.e., FDACDER – note the uppercase letters), then click on the ***Log In*** button. Please remember that if you change your CDER network password, it also changes the password to access this system.



Once you reach this screen, you can use the search button (upper left-hand corner of the blue stripe),



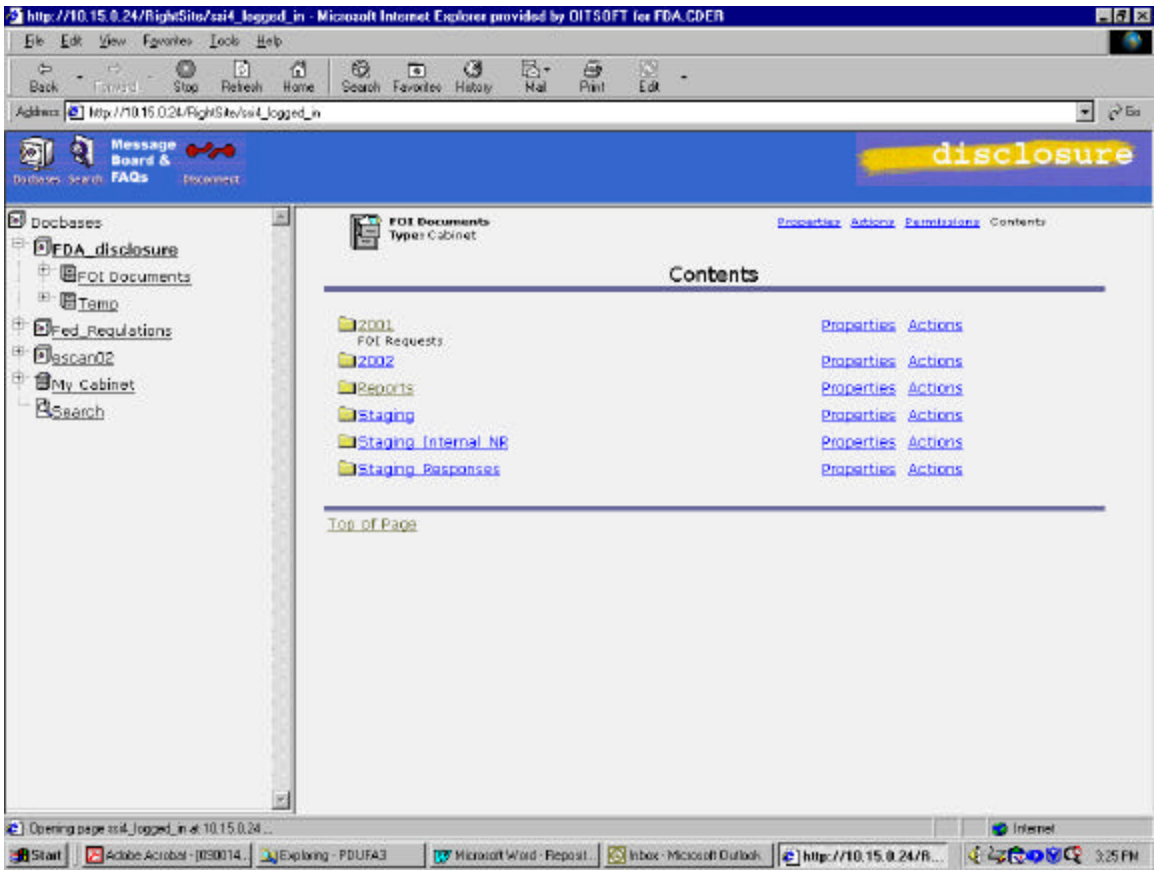
or you can click on the FOI Documents button.



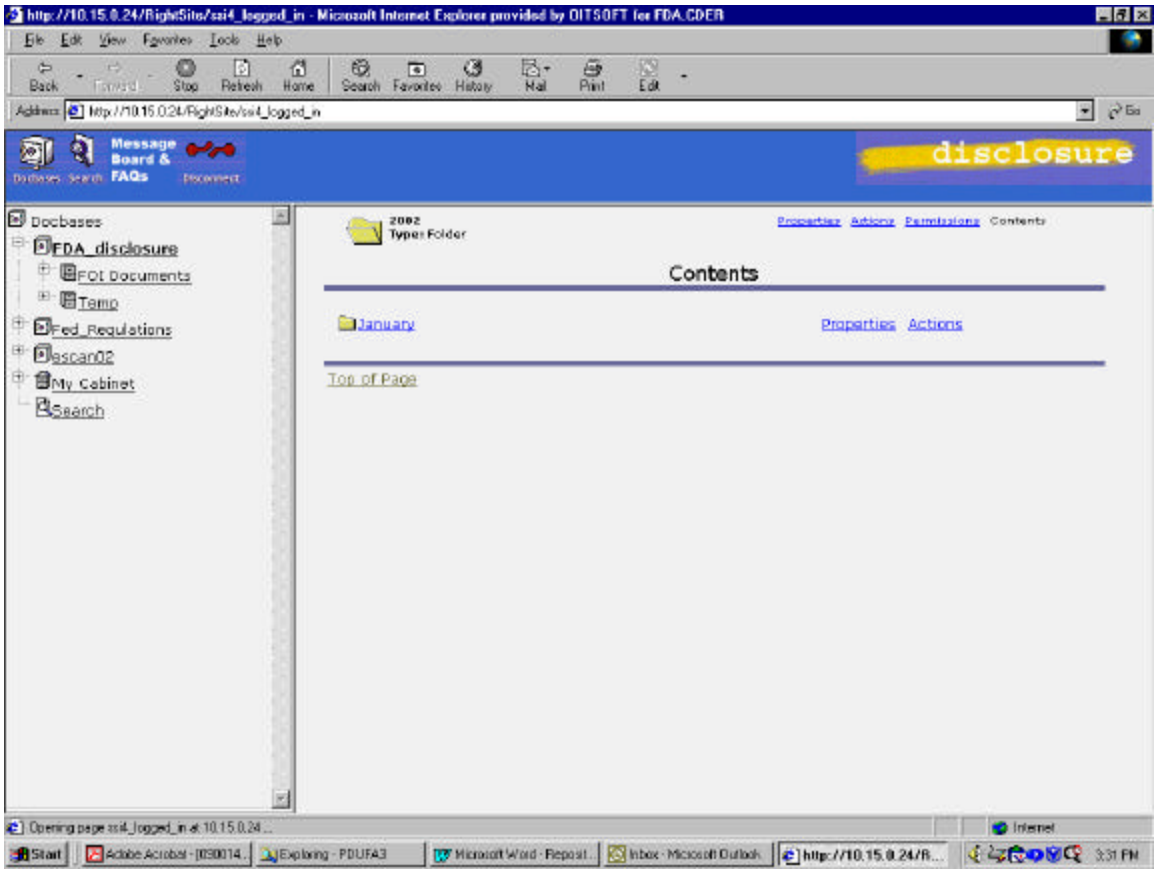
When you have completed your work and are leaving the system, it is important to log out so that others will not have access to your account. To ***log out***, click on the **Disconnect** button. It will ask you if you want to log out. Click on ***Log Out*** if you do, or ***cancel*** if you click on the button in error.

Document Cabinets

If you clicked on the FOI Documents button, you will see the 2001 and 2002 folders.



If you click on a year's folder button you will get the months available for that year. For example, if you click on the 2002 folder button, you will get the months available for 2002. FOIA requests should be electronically available from July 1, 2001, onward.

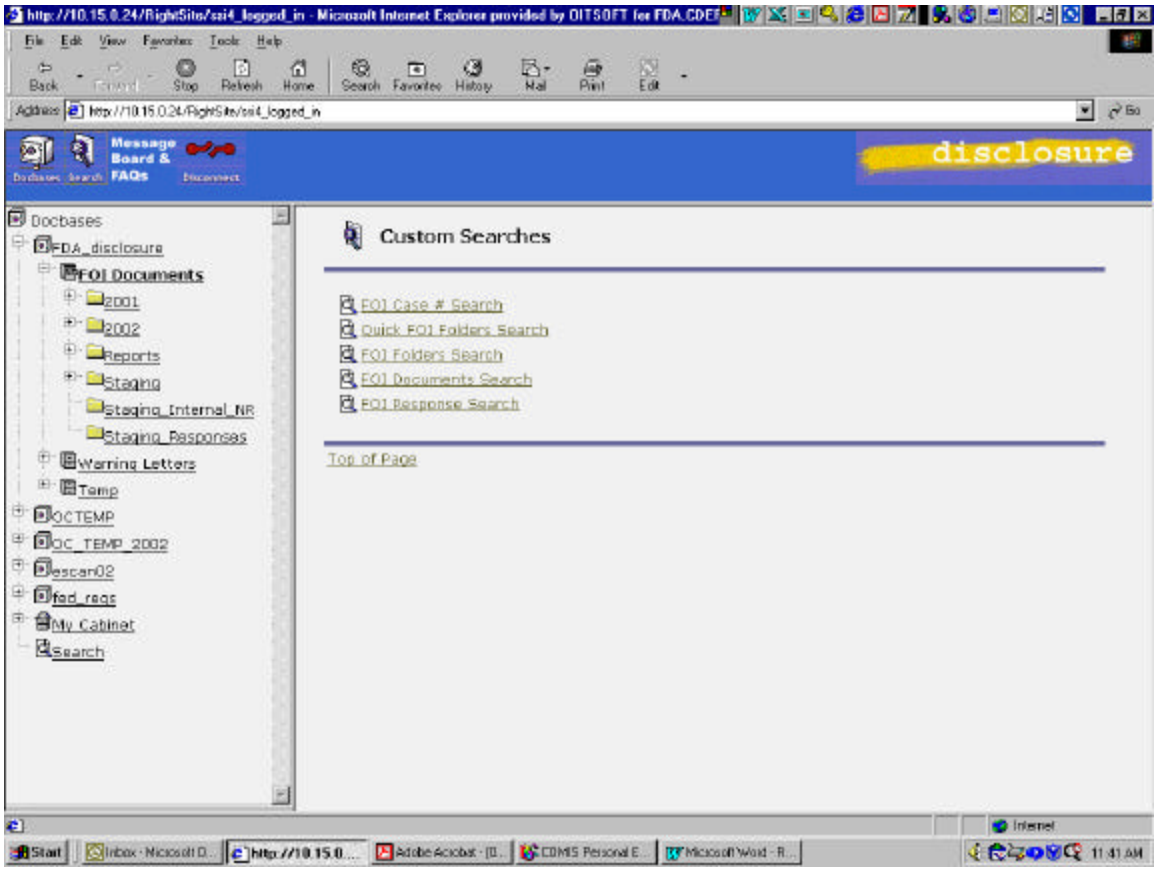


Custom Searches

The following are searches designed to aid in locating FOI folders and documents quickly, based on the data stored in the **Properties** of the individual FOI folders and documents. Defining your search criteria to narrow the search will produce a more manageable result list and take less time.

This is the **Custom Searches** screen. To get to this screen you can use the search button (upper left-hand corner of the blue stripe – see the top of Page 5). Each search was designed for a particular task.

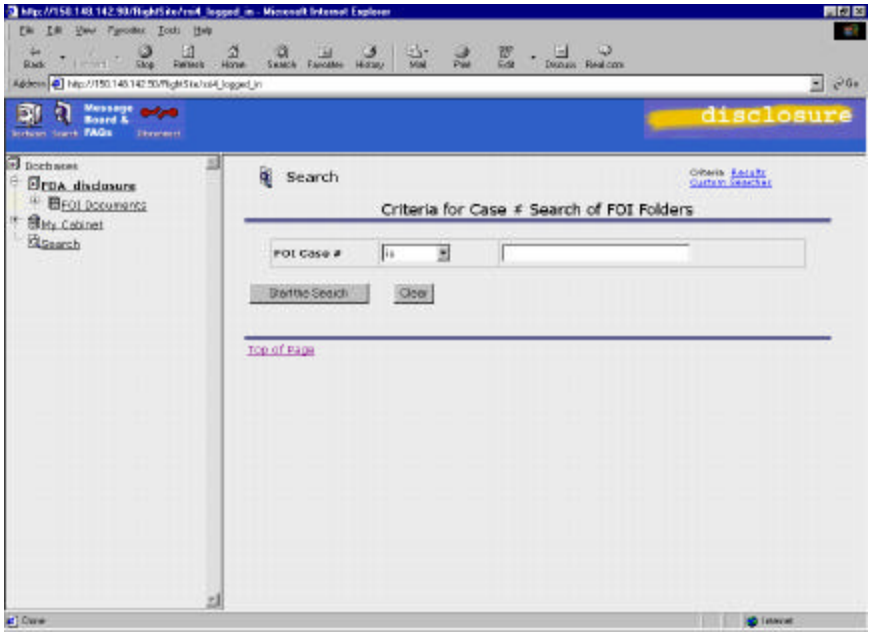
- ***FOI Case # Search*** *(You know the FOI Case #)*
- ***Quick FOI Folders Search*** *(You only want to search by Center/Status/Rec'd Date range)*
- ***FOI Folders Search*** *(All FOI folder properties are available)*
- ***FOI Documents Search*** *(You want to search for a document rather than a FOI Case #)*
- ***FOI Response Search*** *(You want to search a document by Type/Date)*



Examples of the different types of Custom Searches follow. The best method for learning what works best for you is to try each of the different search types and search criteria. This will help you to understand the results you will see and what search type provides you with the FOI folders or documents you are attempting to retrieve.

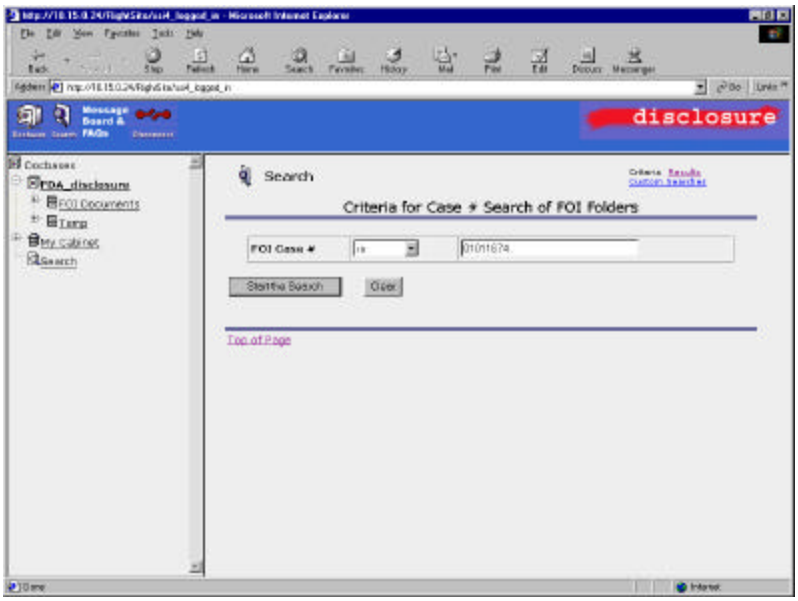
FOI Case # Search

This is the **FOI Case # Search** screen. In this screen you can search by the *FOI Case #*. **Note:** You must enter eight characters into the ***FOI Case #*** field when using the criterion "is." Therefore, you must enter leading zero's **(you must use the # zero and not the letter O)** to obtain eight characters (example: FOI # 01-002223 must be entered into the search as 01002223 – do not include dashes). After entering the criteria of the search, click the Results line at the top right side of the frame or the ***Start the Search*** button. To return to the search options screen, click the Custom Searches line at the top right side of the frame.

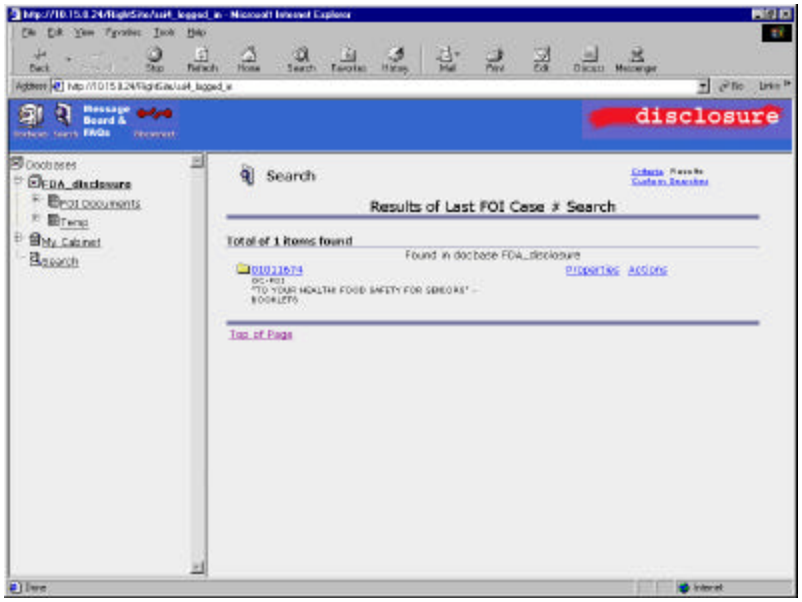


Several examples of **FOI Case #** searches and their results follow.

The following is an example of a search and the results by FOI Case # when you know the number.

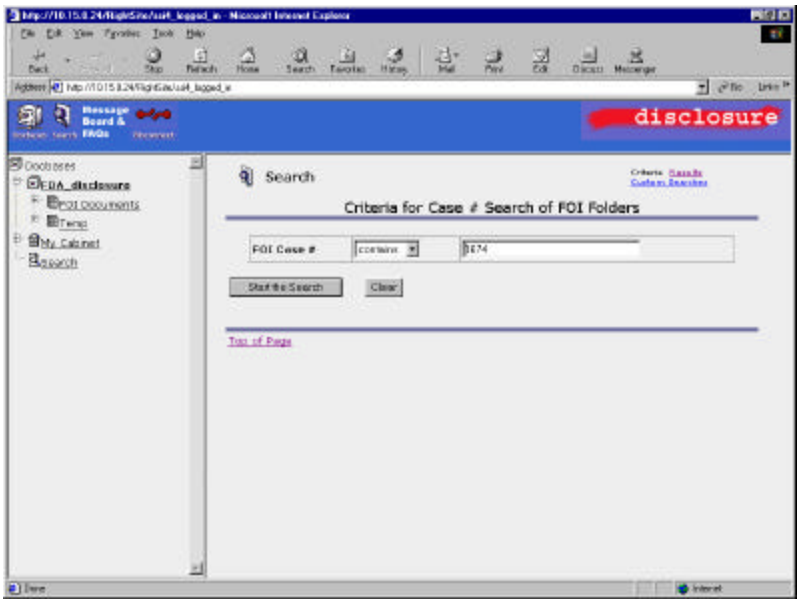


Search Criteria
FOI Case #
Is



Search Results of
FOI Case #
Is

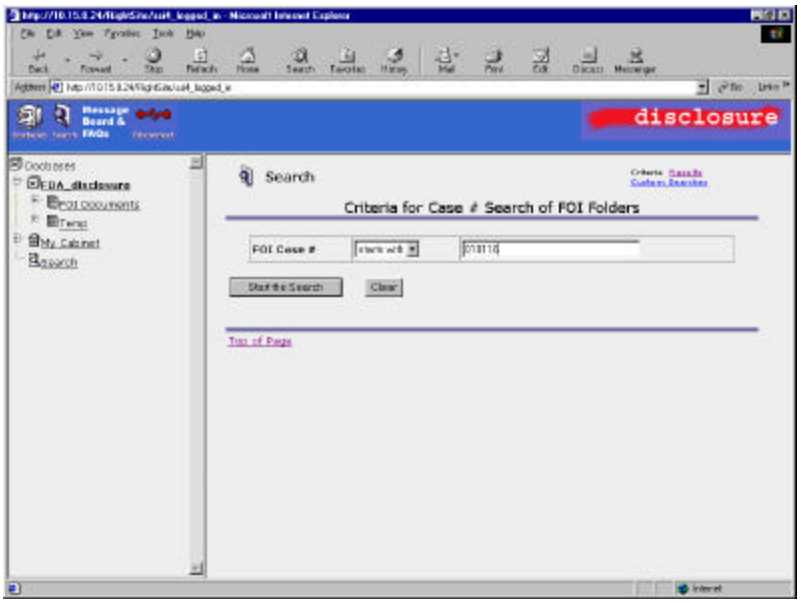
The following is an example of a search and the results by FOI Case # when you know only part of the number, such as the last four digits.



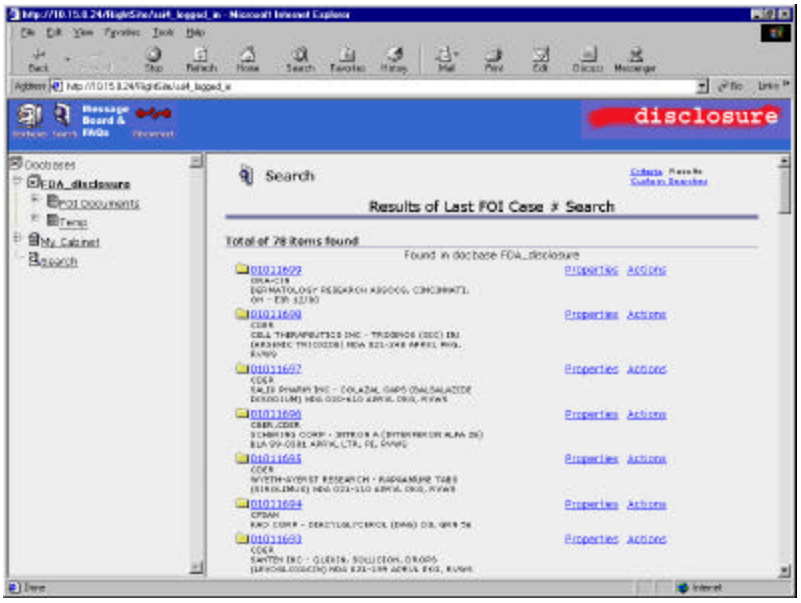
Search Criteria
FOI Case #
Contains

Search Results of
FOI Case #
Contains

The following is an example of a search and the results by FOI Case # when you know the first part of a number, word, or phrase, such as 010116.



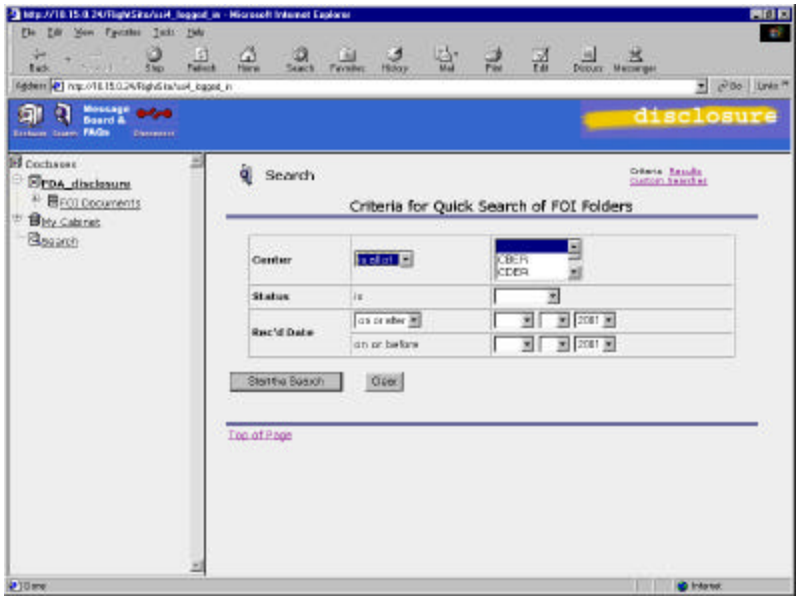
Search Criteria
FOI Case #
Starts With



Results of Search
FOI Case #
Starts With

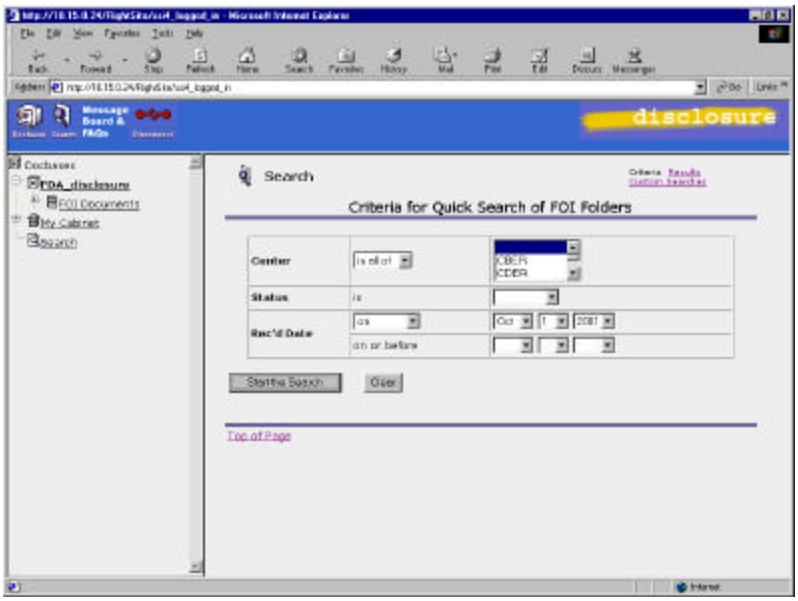
Quick FOI Folders Search

This is the **Quick FOI Folder Search** screen. In this screen you can search by *Center*, *Status*, or *Rec'd Date*. After entering the criteria you wish to search on, click the Results line at the top right side of the frame or the *Start the Search* button. To return to the search options screen, click the Custom Searches line at the top right side of the frame.

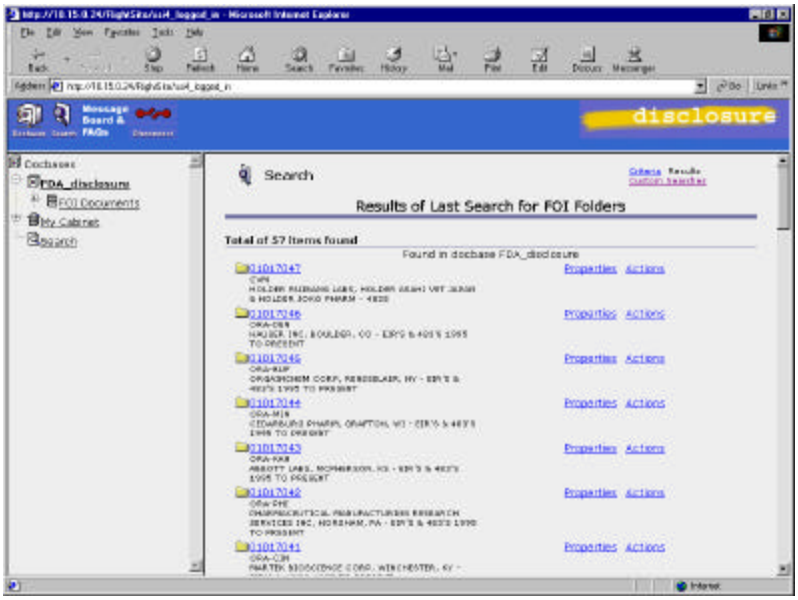


Several examples of **Quick FOI Folders** searches and their results follow.

The following is an example of a search and the results for all ***Centers and/or Offices*** on a specific ***Date***.

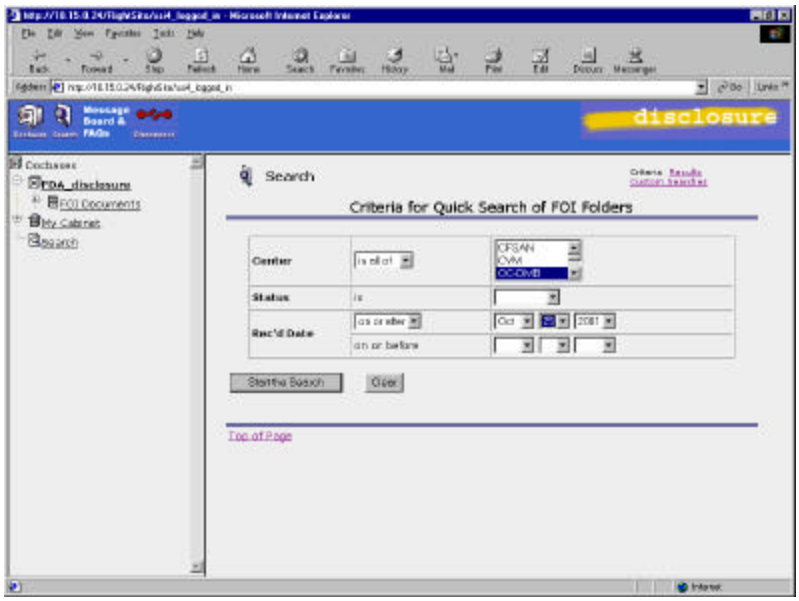


Search Criteria
FOI Quick Search
All Centers/One Date

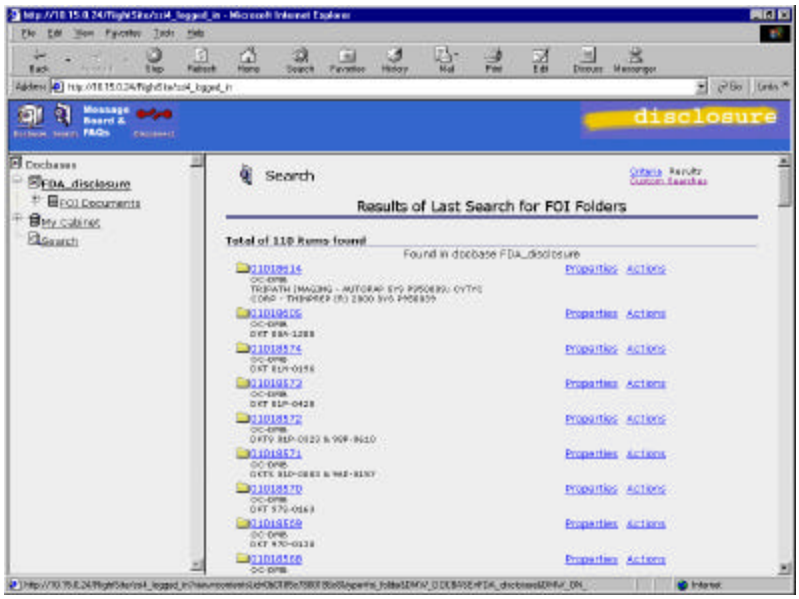


Search Results
FOI Quick Search
All Centers/One Date

The following is an example of a search and the results for one ***Center and/or Office*** on or after a specific ***Date***.



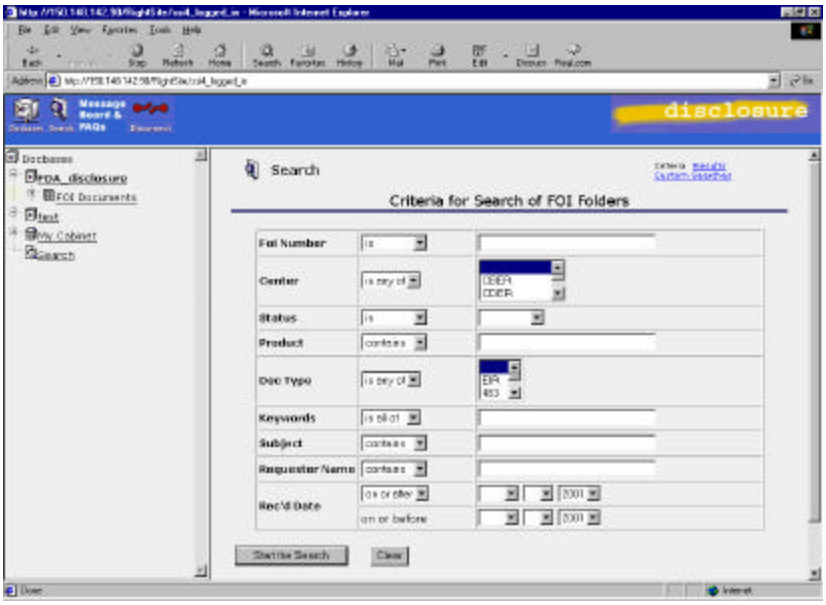
Search Criteria
FOI Quick Search
One Center/On or After Date



Search Results
FOI Quick Search
One Center/On or After Date

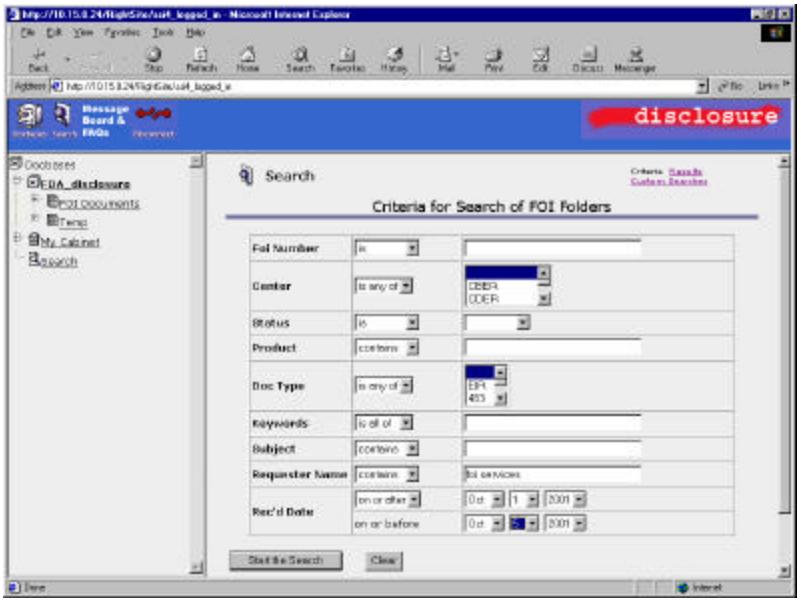
FOI Folders Search

This is the **FOI Folder Search** screen. In this screen you can search by *FOI Number, Center, Status, Product, Doc Type, Keywords, Subject, Requester Name, or Rec'd Date*. When searching *on **FOI Number*** you must enter eight characters into the field. Therefore, you must enter leading zero's **(you must use the # zero and not the letter O, and do not use dashes)** to obtain eight characters (example: FOI # 1002223 must be entered into the search as 01002223). After entering the criteria you wish to search on, click the Results line at the top right side of the frame or the ***Start the Search*** button. To return to the search options screen, click the Custom Searches line at the top right side of the frame.

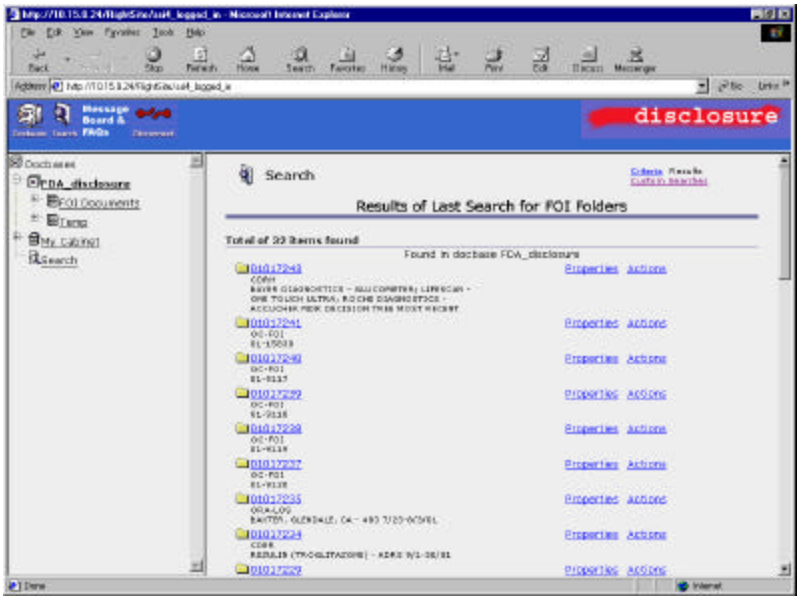


Several examples of **FOI Folders** searches and their results follow.

The following is an example of a search and the results for a specific ***Requestor Name***, within a ***Date Range***, for all ***Centers and/or Offices***.

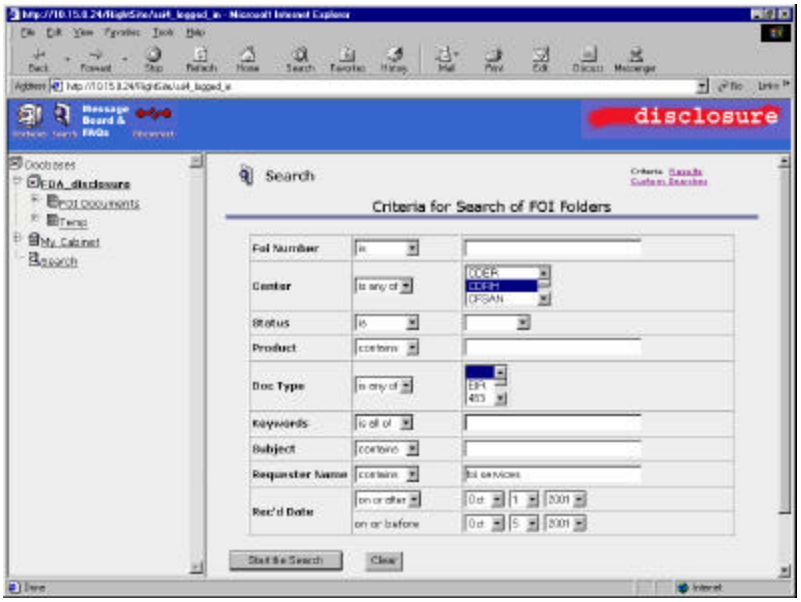


Search Criteria
FOI Folder
Requestor/Rec'd Date

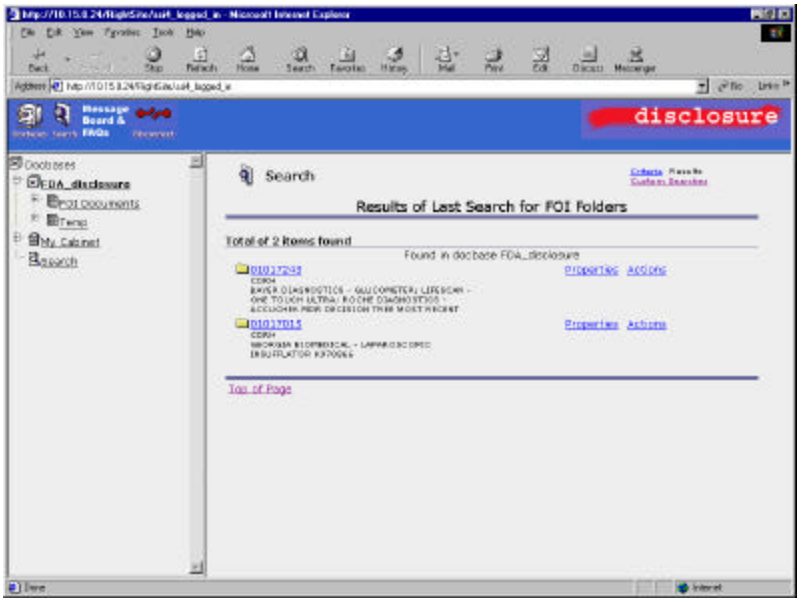


Search Results
FOI Folders
Requestor/Rec'd Date

The following is an example of a search and the results for a specific ***Requestor Name***, within a ***Date Range***, for one ***Center and/or Office***.



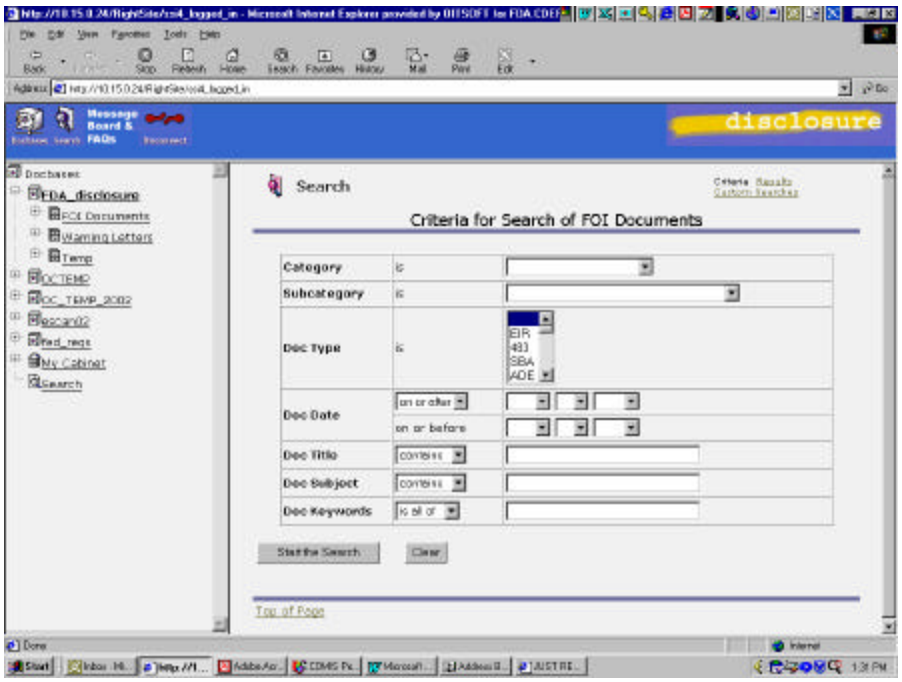
Search Criteria
FOI Folders
One Center/
Requestor/Rec'd
Date



Search Results
FOI Folders
One Center/
Requestor/Rec'd
Date

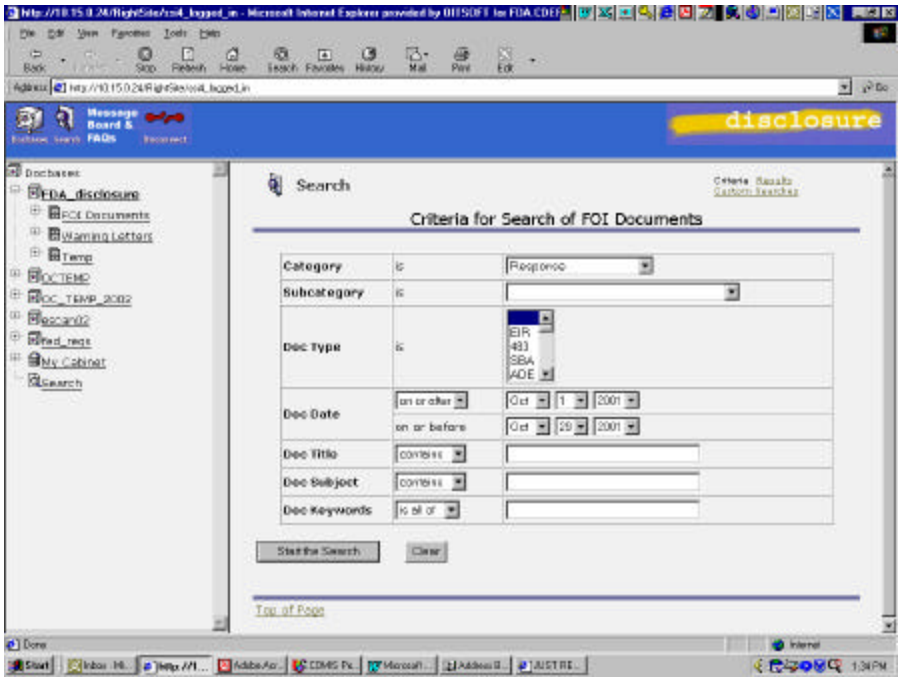
FOI Documents Search

This is the **FOI Documents Search** screen. In this screen you can search by the *Doc Type*, the *Doc Date*, the *Doc Title*, the *Doc Subject*, or the *Doc Keywords.* After entering the criteria you wish to search on, click the Results line at the top right side of the frame or the *Start the Search* button. To return to the search options screen, click the Custom Searches line at the top right side of the frame.

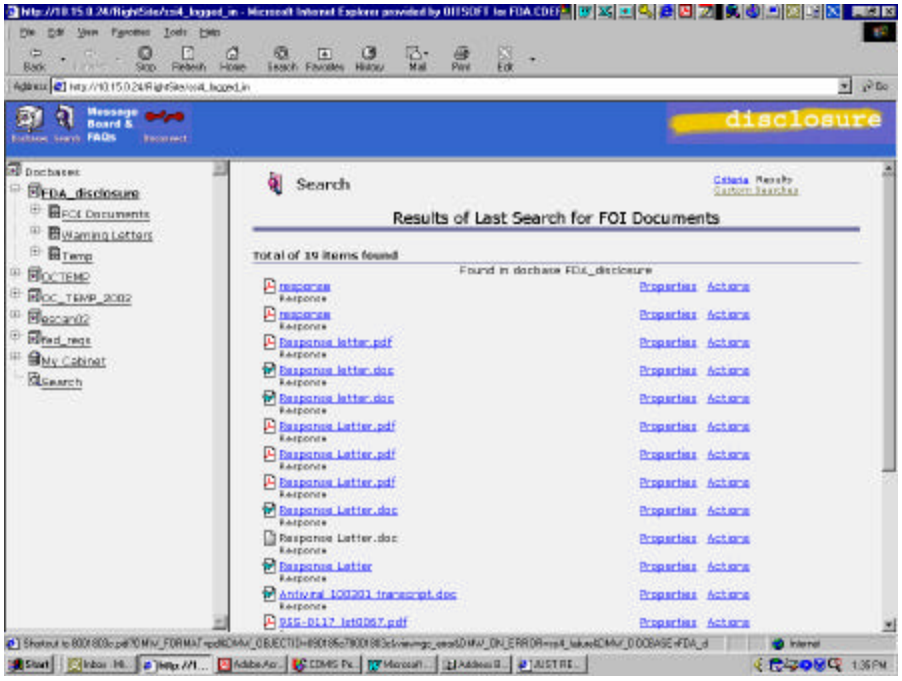


An example of an **FOI Document** search and the results follows.

The following **FOI Document** search is an example of selecting a specific **Doc Type** for a specific range of **Dates**.



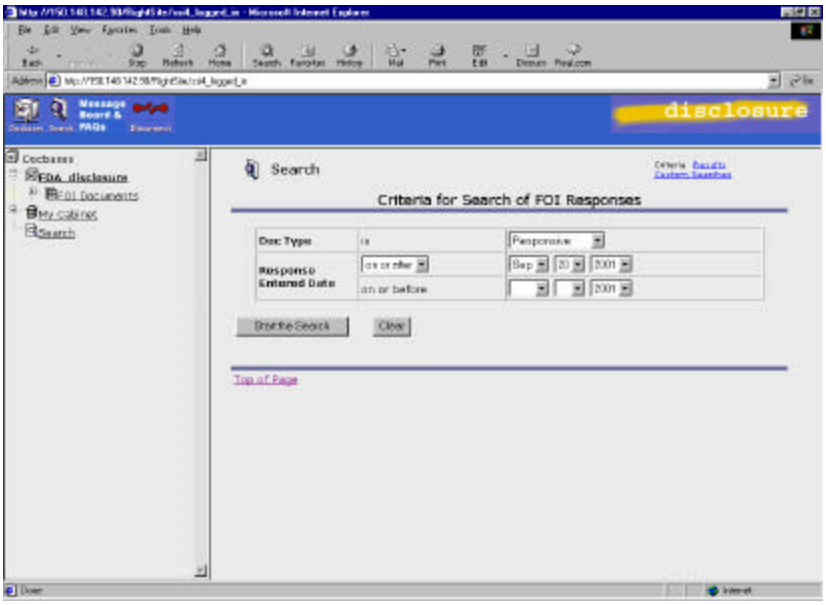
Search Criteria
FOI Documents
Doc Type/Data Range



Search Results
FOI Documents
Doc Type/Data Range

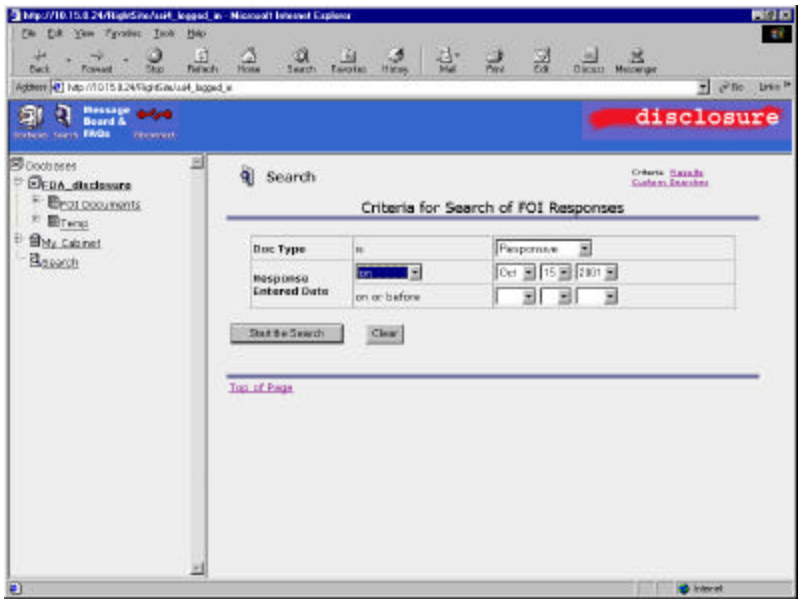
FOI Response Search

This is the **FOI Response Search** screen. In this screen you can search by the *Doc Type*, and the *Response Entered Date*. After entering the criteria you wish to search on, click the Results line at the top right side of the frame or the *Start the Search* button. To return to the search options screen, click the Custom Searches line at the top right side of the frame.

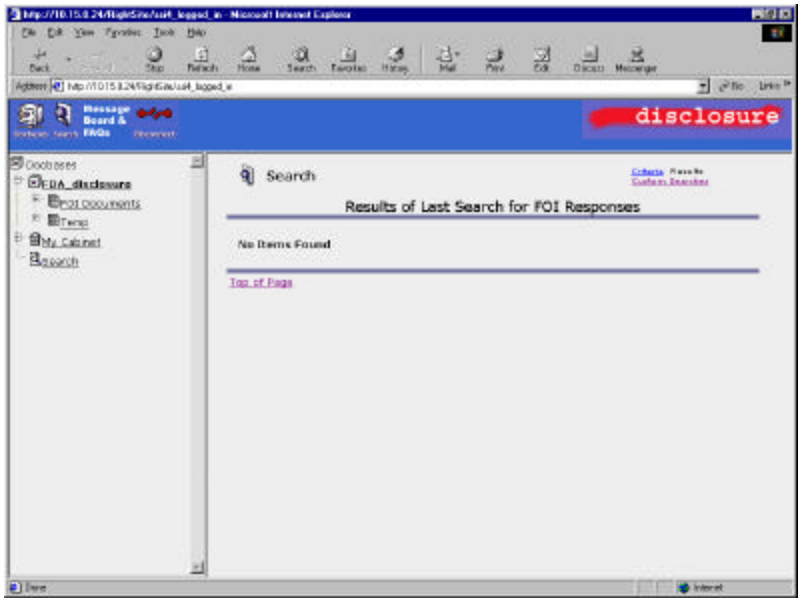


Several examples of **FOI Response** searches and their results follow.

The following **FOI Document** search is an example of selecting a specific **Doc Type** for a specific **Date**.

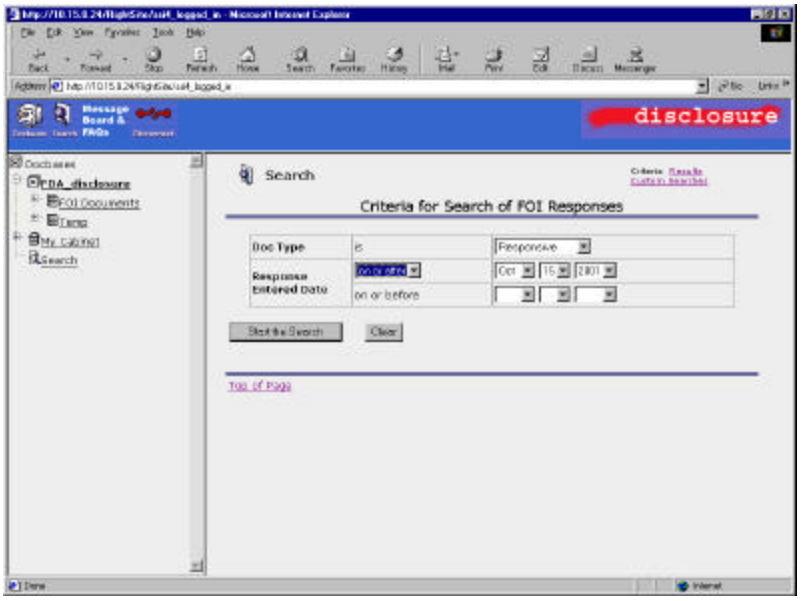


Search Criteria
FOI Documents
Doc Type/One Date

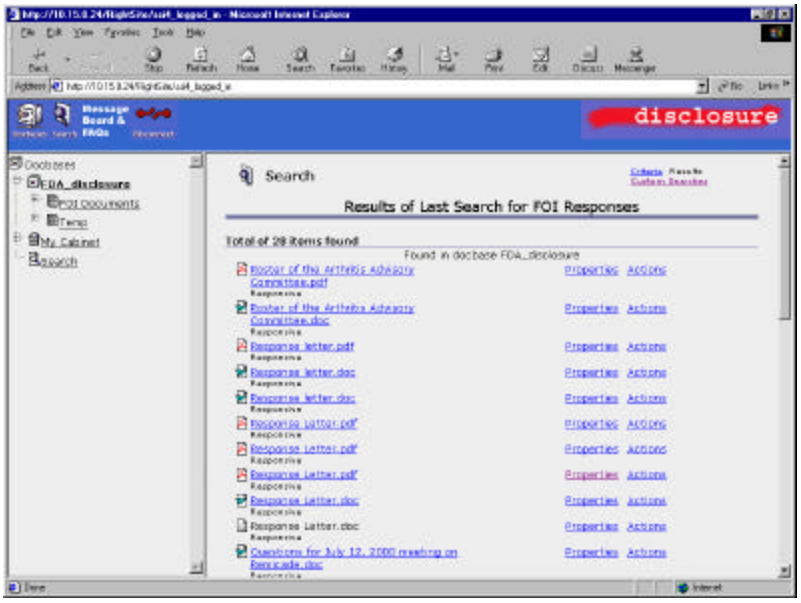


Search Results
FOI Documents
Doc Type/One Date

The following **FOI Document** search is an example of selecting a specific **Doc Type** ***on or after*** a specific **Date**.



Search Criteria
FOI Documents
Doc Type/On or After Date



Search Results
FOI Documents
Doc Type/On or After Date