[NOAA LETTERHEAD]

MEMORANDUM FOR: NOAA FOIA Office

FROM: **[OFFICE]** FOIA Office

SUBJECT: DOC-NOAA-**[20XX-XXXXXX]**
[TYPE OF RECORDS; EX: CONFIDENTIAL AND SENSITIVE]
Responsive Records

For purposes of FOIAonline (FO), our request tracking database, this memorandum stands in place of **[DESCRIPTION OF RECORDS/# OF DOCUMENTS].** To limit the risk of unauthorized access the records must be stored outside of FO.

Complying with NOAA Administrative Order 205-14, Freedom of Information Act, section 5, paragraph 5.05(f) and section 6, paragraph 6.03(g), this memorandum documents exemption from storing certain responsive records for FOIA request DOC-NOAA-**[20XX-XXXXXX]** in FO.

The requested records are exempted from disclosure under **[LEGAL AUTHORITY REQUIRING EXEMPTION],** which requires **[TYPES OF RECORDS THE LAW REQUIRES TO BE EXEMPTED].** NOAA Records Management Schedule **[#],** states that the requested records are stored and maintained in the **[LOCATION(S) THE RECORDS ARE STORED]**. These records are confidential, sensitive, and restricted. Access is limited to authorized agency personnel.

The custodian for these records is **[CONTACT INFORMATION FOR THE RECORDS CUSTODIAN].**

[LIAISON SIGNATURE BLOCK]