
Appendix X

NIRIS Generated Cover Pages and Slip Sheet Notifications

This appendix discusses NIRIS EDMS generated cover pages and the use of slip sheet notifications.

NIRIS EDMS-GENERATED COVER PAGES

NIRIS EDMS generates the cover page based on the metadata added to EDMS.

NIRIS EDMS-generated cover pages are added as the first page of the document.

Use the NIRIS EDMS-generated cover page for paper documents sent to the FRC, commercial storage, and on site storage.

Cover pages are designed as a visual reminder of the document's status if a box is recalled. There is no FRC requirement to add the cover page.

NIRIS EDMS Standard Paper and Electronic Document Cover Pages for Documents with No Sensitive Information

Standard cover pages are designed to identify the document and display other important information associated with it.

Standard cover pages are created in EMDS; the displayed, as applicable, metadata/information is extracted from EDMS metadata fields.

Information fields:

- Record Number
- Installation Name
- Standard Subject Identification Code(s)
- Record Title
- Record Date
- Author Affiliation
- Distribution Statement A wording

The standard cover page is placed in front of the title page and becomes the first page of the record.

NIRIS EDMS Document Cover Page for Documents With Sensitive Information

Cover pages identifying FOIA Exemption sensitive information are designed to identify documents which cannot be released to the public because of the sensitive information.

There are two levels of documents with sensitive information, partially sensitive and fully sensitive documents.

In addition to standard EDMS cover page fields, sensitive EDMS cover pages have the following information automatically added

- Notification of Sensitive Information
- List of FOIA Exemption(s) in numeric order
- List of Pages Associated with each FOIA Exemption(s)
- Distribution Statement Wording
- Revision number and date (bottom of the cover page)

Not included on the EDMS Cover Page

- Distribution Statement Reason
- Distribution Statement Imposition Date
- Command name and address
- Request Information: To request a copy of this document, please contact:
Department of the Navy Freedom of Information Act Office
<http://www.secnav.navy.mil/foia/Pages/default.aspx>.)

Documents with Sensitive Information

Documents with sensitive information (paper or electronic) which are provided to the public because of a FOIA request, public review and comment, or litigation must, before release, be reviewed by an environmental attorney or the Command FOIA Office. The attorney or FOIA Office will direct Records Management to release sensitive information or redact it appropriately.

Records Management does not make the decision to redact information.

Public Documents with Sensitive Information and Public Web Pages

The NIRIS EDMS *Public Metadata* and *Public Document* metadata fields control which documents are pushed to the public web pages. Public documents with sensitive pages do not have the PDF version of the document 'added' to public web pages.

NIRIS EDMS Public Metadata Field

The Public Metadata field controls whether document metadata is visible on the installation Administrative Record File public web page or not.

Selecting YES in the Public Metadata field allows document metadata to be visible on the installation Administrative Record File public web page.

Selecting YES is appropriate for 99.99% of environmental documents.

Do not check the Public Metadata Field box if the document title is classified.

Selecting NO in Public Metadata field prevents the document metadata from appearing on the installation Administrative Record File public web page. There is no record of the document's existence on the public web pages.

NIRIS EDMS Public Document Metadata Field

The Public Document Metadata field controls whether a document PDF is visible on the installation Administrative Record File public web page or not.

Selecting YES in Public Document Metadata field allows the PDF version of the document to be visible on the installation Administrative Record File public web page.

The document posted on the installation public web page is identical to the document in NIRIS.

Selecting NO in Public Document Metadata field prevents the document from appearing in the installation Administrative Record File.

A pop up message appears instead of the document. Clicking on the record title brings up the message, "*For access to this document, please contact the Department of the Navy FOIA Office*". A sample of the pop up message is shown in Figure X-1.

001238	REPORT	SITE 00023	1996/09/13	40 MB	BASELINE RISK ASSESSMENT BUILDING LP-20 SITE VOLUME I OF IV TEXT NAVAL BASE NORFOLK VA	BAKER ENVIRONMENTAL, INC.
001304	REPORT	SITE 00023	1996/09/13	29 MB	FINAL REMEDIAL INVESTIGATION REPORT AND BASELINE RISK ASSESSMENT BUILDING LP-20 SITE VOLUME IV OF IV APPENDICES I-S NAVAL BASE NORFOLK VA	BAKER ENVIRONMENTAL, INC.
001239	REPORT	SITE 00023	1996/09/13	75 MB	FINAL REMEDIAL INVESTIGATION REPORT AND BASELINE RISK ASSESSMENT BUILDING LP-20 SITE VOLUME III OF IV APPENDICES A-H NAVAL BASE NORFOLK VA	BAKER ENVIRONMENTAL, INC.
001240	REPORT	S			T AND LP-20 SITE FOLK VA	BAKER ENVIRONMENTAL, INC.
001218	REPORT	S			0 SITE	BAKER ENVIRONMENTAL, INC.
000142	CORRESPONDENCE	S			OF FINAL ASSESSMENT DING LP-20	BAKER ENVIRONMENTAL
000138	CORRESPONDENCE	SITE 00020	1996/09/13	795 KB	LETTER REGARDING THE TRANSMITTAL OF FINAL REMEDIAL INVESTIGATION/RISK ASSESSMENT AND FINAL FEASIBILITY STUDY FOR BUILDING LP-20 SITE NB NORFOLK VA	BAKER ENVIRONMENTAL
001941	CORRESPONDENCE	BASEWIDE	1996/09/13	162 KB	TRANSMITTAL LETTER FOR THE HEALTH AND SAFETY PLAN PHASE I FIELD DESIGN TEST FOR Q AREA DRUM STORAGE YARD NAVAL STATION NORFOLK VA	OHM REMEDIATION SERVICES
001017	CORRESPONDENCE	BASEWIDE	1996/09/11	2 MB	TRANSMITTAL LETTER AND A COPY OF THE MEETING MINUTES OF THE RESTORATION ADVISORY BOARD (RAB) MEETING HELD 14 AUGUST 1996 NAVAL BASE NORFOLK VA	NAVAL STATION NORFOLK
000078	CORRESPONDENCE	BASEWIDE	1996/09/09	777	LETTER AND COMMENTS FROM VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY	VIRGINIA DEPARTMENT OF ENVIRONMENTAL

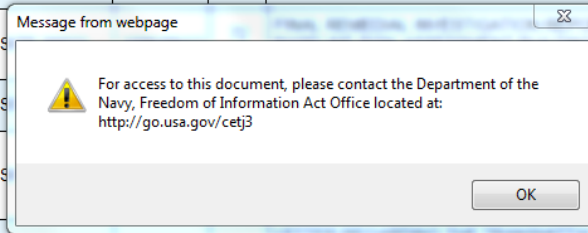


Figure X-1. Sample Pop Up Message

Document metadata and associated PDFs, based on the yes/no selections, are sent to the public website server. Documents are uploaded and available on the public web pages within 5-7 working days.

Slip Sheet Notifications

On occasion, slip sheets are needed to clarify information within documents. They are used when sensitive information must be protected, part of a document is missing, or when part of a document contains an unsupported file format.

Redaction or Slip Sheet Notification In Lieu of Sensitive Page(s)

If directed to redact information by an Environmental attorney or the Command FOIA Office, either redact the information using authorized redaction software or use a slip sheet to replace the redacted information.

Use the slip sheet to provide notification that the page(s) or part of the page is not available because it has sensitive information, cite the FOIA Exemption(s) and direct inquires about the document to the Department of the Navy FOIA Office.

The slip sheet is placed in the location (in lieu of) of the page or part of the page with sensitive information.

NOTIFICATION: THIS PAGE CONTAINS SENSITIVE BUT UNCLASSIFIED INFORMATION WHICH IS PROTECTED BY THE FREEDOM OF INFORMATION ACT

**FOIA Exemption 3 (5 USC 552(b)(3))
Information Exempted by Other Statutes**

**TO REQUEST A COPY OF THE DOCUMENT
PLEASE CONTACT**

**Department of the Navy
Freedom of Information Act Office**

<http://www.secnav.navy.mil/foia/Pages/default.aspx>

Slip Sheet Notification: Missing Pages, Figures, Appendices, etc.

Use this slip sheet to provide notification that a page or pages are missing.

The slip sheet explains that the missing pages are not protected by FOIA Exemptions and if found, will be added to the document.

The missing pages notification is placed behind the title page.

{insert report name here}
{insert report date here}
{insert Command name here}

NOTIFICATION: THIS DOCUMENT HAS MISSING PAGES

Page __ Is Missing

Or

Appendix _ Is Missing

Or

Figure __ Is Missing

Or

Pages ___ - ___ Are Missing

Missing {insert pages, appendices, figures, etc. here} have not been located despite extensive research. If found, they will be added to the document.

Slip Sheets Unsupported Electronic File Format

Use this slip sheet to provide notification that certain parts of the document are in a file format which is not supported by the database.

This notification is placed behind the title page.

{insert report name here}
{insert report date here}
{insert Command name here}

**NOTIFICATION: THIS RECORD CONTAINS AN ELECTRONIC FILE FORMAT
WHICH IS NOT SUPPORTED**

{insert the name of the missing electronic file here}

**THE MISSING ELECTRONIC FILE FORMAT IS NOT PROTECTED UNDER THE FREEDOM
OF INFORMATION ACT**