

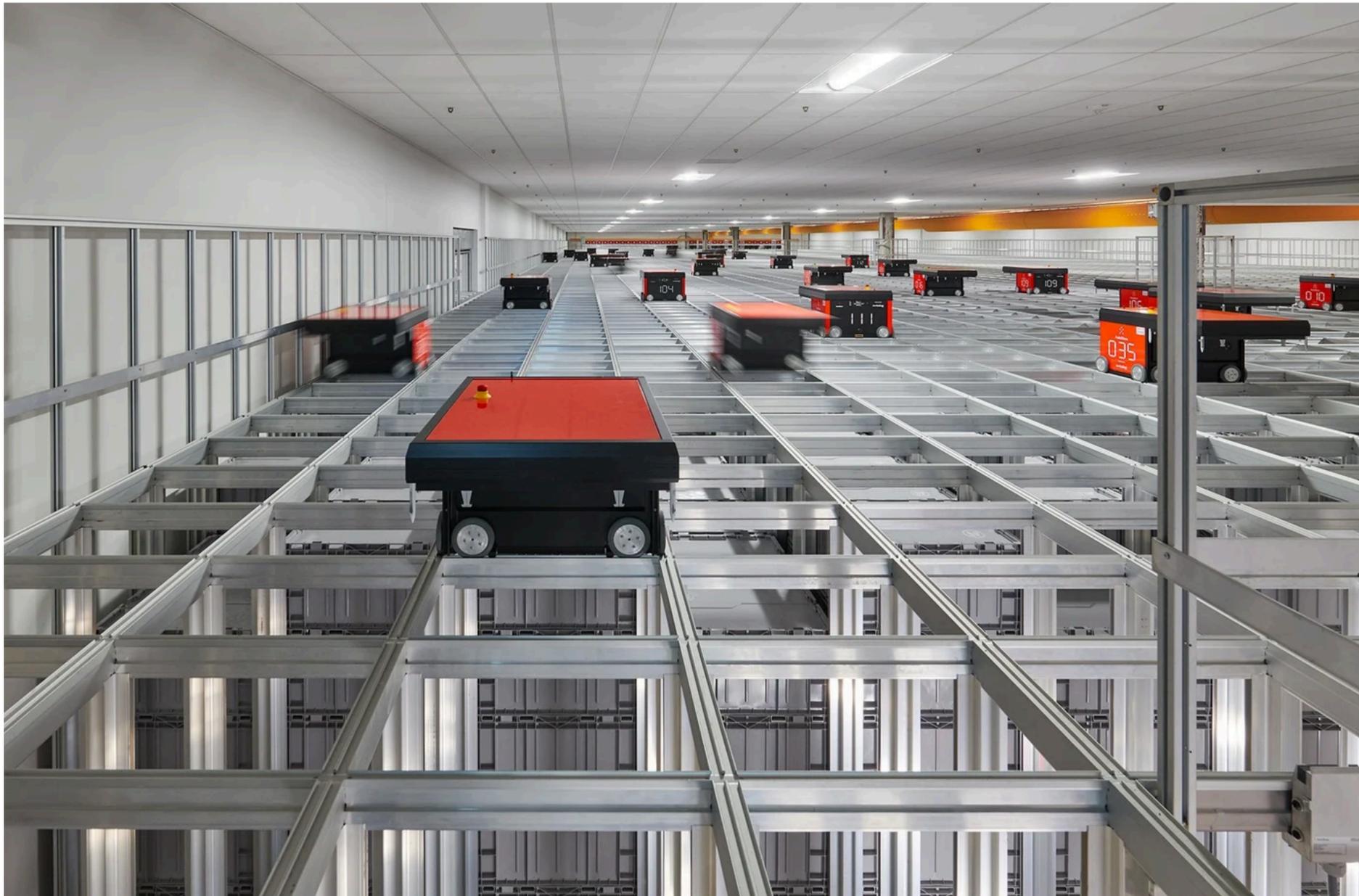
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Freedom of Information/Privacy Act

Learn all about FBI records—including how to access previously released records and how to request records in accordance with the Freedom of Information (FOIA) and Privacy Acts, collectively referred to as FOIPA. Please review the information below to assist you with understanding these records and the operations of the FBI.

Understanding FBI Records

The FBI—along with every other government agency—creates and obtains records as it carries out its day to day operations. In the Bureau, these records generally include investigative files, personnel files, and policy guides. A majority of these documents are indexed in our Central Records System (CRS)—an electronic index that allows Bureau personnel to query requested information. While the CRS contains most of the FBI's records, some of our earliest records were not indexed, and some records have been transferred to the National Archives and Records Administration.



Obtaining FBI Records

Records Available Now

A large number of FBI records are available for public review on the FBI's electronic FOIA Library (The Vault).

- Types of records that the FBI provides electronically on The Vault include, but are not limited to:
 - Agency policy statements;
 - Administrative staff manuals and instructions;
 - Frequently requested records; and
 - Proactive disclosures.
- Records on The Vault are organized alphabetically by name or topic. Users may also locate records by browsing various categories such as civil rights, counterterrorism, popular culture, unusual phenomenon, and violent crime.
- If you would rather receive a physical copy of records that are currently available on The Vault, you may submit a FOIA request by fax, standard mail, or through eFOIPA, the FBI's electronic FOIPA portal. Please note that physical copies of these records will be of the same quality as those available on The Vault.

Records Available by Request

To receive records that are not already available on The Vault, you may submit an FOIPA request by fax, standard mail, or through eFOIPA, the FBI's recently deployed electronic FOIPA portal. The eFOIPA system allows requesters to electronically submit and receive correspondence regarding their FOIPA requests.

For complete information on when and how to submit an FOIPA request, please review [Requesting FBI Records](#).

To learn what information you will receive, how long it takes, and how to file an appeal, please review [What Happens After Making a Request](#).

If you have questions about preparing or submitting requests, you may e-mail foipaquestions@fbi.gov or call our FOIA Requester Service at Center (540) 868-1535 to hear helpful recorded information.

The Record/Information Dissemination Section (RIDS) in the FBI Information Management Division is responsible for the release of records under the Freedom of Information Act (FOIA) and the Privacy Act.

What Happens After Making a Request

How Long it Takes to Receive Information

- Requests are handled in the order in which they are received according to a multi-track system. Please remember that the FBI receives a large number of requests on a daily basis.
- Requests are divided into five different processing tracks based on the number of pages responsive to the request:
 - Extra-Small processing track (50 pages or less)