

**Morris, Alexander**

**From:** MacFarlane, Scott (NBCUniversal) <Scott.MacFarlane@nbcuni.com>  
**Sent:** Thursday, July 31, 2014 6:01 PM  
**To:** FOIA-Central  
**Subject:** Media FOIA request

Pursuant to the federal Freedom Of Information Act, 5 USC 552, and the Privacy Act of 1974, 5 USC 552a, I hereby request copies of the following documents.

If for any reason you chose not to send me any of the documents or papers requested then please furnish me with a timely explanation.

AUG 01 2014 02  
SCIENTIFIC/EDUCATIONAL/NEWS MEDIA  
100 FREE PAGES

I am requesting:

**Copies of all employee handbook references to dress codes or proper dress at agency offices in the United States at the agency or any of its subagencies.**

In the event that some of the material is considered by you to be exempt from disclosure under both Acts, then please include all segregable portions of documents and the specific exemption you are relying upon to deny disclosure of the excised portions. Please note that in order to avoid disclosure you must claim an appropriate exemption under both Acts.

I am requesting that you abide by the statutory time within which to make a determination on this request, that being twenty (20) working days from your receipt under Section 552(a) (6)(A)(i).

I also request that, if appropriate, fees be waived as I believe this request is in the public interest and I am a member of the news media.

If rejected, I'm willing to pay any and all fees involved in the processing of this request, up to a limit of \$15.

I hereby request you inform me of any charges **\*in advance of fulfilling my request.\*** I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not

If only some of the information/materials requested is readily available, please forward said information immediately – then complete request upon receipt of further information/materials.

A compelling need exists to warrant expedited processing of this request, because a large number of our viewers are immediately impacted by the content of these records. These records relate directly to performance of government in matters of safety, health and well-being. These records also pertain to issues involving widespread media reporting in recent months. Delayed processing jeopardizes important, timely dissemination of information to the public.

Please provide records in electronic format.

Please feel free to contact me with any questions or concerns.

SCOTT MACFARLANE  
Reporter

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