



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

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Office Of The Secretary

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CV
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FROM: SAF/AA
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Washington DC 20330-1720

SUBJECT: Documents for Public Release

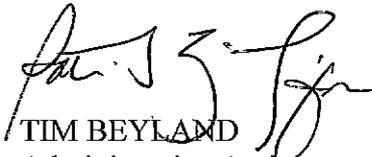
References: (a) DoD Office of Freedom of Information and Security Review Memo (26 Jul 05),
New Redaction Policy
(b) SAF/AA Memo (30 Apr 10), Approval to Use RedactXpress for Redaction of
Classified/Controlled Unclassified Information (CUI)

In accordance with reference (a), all documents will be converted to Portable Document Format (PDF) or scanned image (i.e., JPEG, TIFF, etc.) before release for public consumption. Documents must not be released to the public in native format (i.e., Word, Excel, etc.), where the content can be manipulated after release to reveal document statistics or track history information. This direction does not alter the current FOIA process and guidance (reference (b)).

Organizations must review existing publicly posted official documents on organization websites, and if not in PDF or scanned format, remove the document, and convert it to PDF or scanned image before re-posting.

In addition to the above guidance, all content for public release must be processed and approved through proper channels before release. This process includes, but is not limited to OPSEC (AFI10-701, *Operations Security*), Records Management (AFI33-364, *Records Disposition-Procedures and Responsibilities*), Freedom of Information Act (FOIA) (DoDR5400.7, AFMAN33-302, *Air Force FOIA Program*), Privacy (AFI33-332, *Air Force Privacy Program*), Internet-based Capabilities (AFI33-129, *Web Management and Internet Use*), and Public Affairs (AFI35-101, *Public Affairs Responsibilities and Management* and AFI35-102, *Security and Policy Review Process*).

Please contact Mr. Brent D. Younger, Information Protection Policy,
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