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## **Chapter 7 Cover Pages and Notifications**

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**This Chapter discusses the EDMS generated cover page and notifications used in Administrative Record File, Post Decision File and Site File documents.**

### **NIRIS EDMS Generated Standard Document Cover Pages**

Add a standard EDMS generated cover page to documents with no sensitive information

NIRIS EDMS can generate and attach cover pages based on the document metadata added in EDMS.

The cover page can be printed and added to the paper version of documents.

### **NIRIS EDMS Generated Partially and Fully Sensitive Document Cover Pages**

Partially and fully sensitive EDMS generated cover pages are designed to protect records which contain partially or fully sensitive information which cannot be released to the public without an official review.

When a document has sensitive information which is protected by one of the 9 Freedom of Information Act (FOIA) Exemptions, the EDMS generated cover page displays the FOIA Exemption, FOIA subcategory, one explanatory line about the FOIA and the affected page(s). See Appendix D for detailed information about the Exemptions.

Two NIRIS EDMS metadata fields, the *Add Exemptions narrative metadata field* and the *FOIA Exemption Citation* metadata field supply the information to create the EDMS generated cover page.

The EDMS generated cover page displays the official Navy Point of Contact, the online Department of the Navy FOIA Office. Do not use personal names and telephone numbers as points of contact, it is against DON policy.

EDMS generated cover pages display a Distribution Statement. The Statement is supplied by the NIRIS EDMS metadata field, *Distribution Statement*.

**See Appendix X, NIRIS EDMS Generated Cover Pages and Notifications**

### **Paper and Electronic Records Slip Sheet Notifications**

Add an explanatory slip sheet notification to ensure that customers understand why a page or pages within a paper or electronic record are not available.

Do not create two versions of a record which contains sensitive information, one version un-redacted or without slip sheets and a 2nd version redacted or with slip sheets

See Appendix X, NIRIS EDMS Generated Cover Pages and Notifications