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INFORMATION MEMO FOR:

[NAME] , AA/M
[NAME] , AtA/PPL
[NAME] , AA/[Regional Bureau Name]

Date: [XXXX]

From: [NAME], Chief Information Officer

Subject: After Action Summary: USAID’s Post-Publication Redaction Process for [COUNTRY]

KEY TAKEAWAYS:

- The purpose of this information memo is to document the process by which USAID identified and redacted publicly available information concerning USAID’s activities and implementing partners in [COUNTRY] immediately following [EVENT].
- USAID engaged in this effort to mitigate risks to the health, safety, and security of USAID staff, partners, and program participants.
- The memorandum also documents the process by which USAID is restoring this information to public view. The memorandum also documents the process by which USAID is reviewing the information prior to restoration in order to ensure proper risk mitigations remain in place as the local context continues to evolve.

BACKGROUND:

On [DATE] [describe events that triggered the PPER]

On [DATE], USAID’s Bureau for Management, Office of the Chief Information Officer (M/CIO) received an approved Post Publication Emergency Redaction (PPER) memo from the Deputy Administrator for Policy and Programming (DA/PP). To mitigate risks to the health, safety, and security of USAID staff, partners, and program participants, M/CIO coordinated with USAID staff from [REGIONAL BUREAU], the Bureau for Policy, Planning and Learning (PPL), the Bureau for Legislative and Public Affairs (LPA), the Bureau for Management, Office of Acquisition and Assistance (M/OAA), the Bureau for Democracy, Development, and Innovation (DDI), and the Office of the General Counsel (GC) (the “Responsible Parties”), to identify data that could potentially identify those individuals. The Responsible Parties temporarily redacted that data from USG public-facing websites. These included:

- USAID.gov
- Development Experience Clearinghouse (DEC)
- Development Data Library (DDL)
- Dollars to Results (D2R)
- Environmental Compliance Database
- ForeignAssistance.gov the International Aid Transparency Initiative (IATI)

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- Federal Procurement Data System (FPDS)
- USASpending.gov
- USAID Inspector General Websites
- OECD Creditor Reporting System (CRS)

These redactions remained in place from approximately [DATE] to [DATE]. This action is consistent with applicable laws, policy, and guidance, including the Foundations in Evidence Based Policy Making Act and OMB Bulletin No. 12-01, both of which highlight the need to balance openness with risks and restrictions related to the disclosure of personally identifiable information and security considerations that jeopardize the personal safety of U.S. personnel or recipients of U.S. resources.

Tab 1 provides a copy of the approved PPER memo. Tab 2 provides a copy of the PPER tracking spreadsheet, which identifies the various sites and items to which USAID applied redactions.

NEXT STEPS:

M/CIO is now working with the Redaction point of contact (POC) identified in the PPER memo to determine how and when to restore redacted information to public view, as consistent with [ADS 579](#). Thus far **[describe actions taken to-date to identify and restore the redacted information to public review]**.

Attachments:

Tab 1: Approved PPER memo

Tab 2: PPER tracking spreadsheet with itemized redactions

Drafter:

Approved:

Bureau Level Clearances

Clearance Status

Date