



**NUMBER:** Directive 0601

**SUBJECT:** Preparing Agenda Materials for the Commission

**DIRECTIVE OWNER:** Office of the General Counsel, Office of the Secretary

**EFFECTIVE DATE:** April 4, 2023

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1. **PURPOSE.** This directive outlines the procedures for preparing briefing packages and other materials for distribution to the Commission in conjunction with items on the Commission's Agenda, *i.e.*, matters coming before the Commission for a meeting, briefing, or vote, or as informational ("Agenda Materials").
2. **SCOPE.** This directive applies to all staff preparing or forwarding briefing packages, informational packages, presentation materials, and other material intended for distribution to the Commission in conjunction with an item on the Commission's Agenda. Materials prepared for fewer than all Commissioners qualified to participate in a matter, as well as general communications with the Commission that do not focus on a specific Agenda item, are not Agenda Materials covered by this directive.
3. **AUTHORITIES.**
  - a. Consumer Product Safety Act, 15 U.S.C. §§ 2051-2089
  - b. 16 C.F.R. § 1000.23, Office of Information and Technology Services
  - c. Commission Order 1450.2, *Clearance Procedures for Providing Information to the Public* (Jan. 16, 2003, reviewed April 3, 2003)
4. **RESPONSIBILITIES.**
  - a. Staff must clear all Agenda Materials, including briefing and informational packages, reports, presentations, and other materials, according to the procedures outlined below, before forwarding to the Office of the Secretary (OS) for distribution to the Commission.
  - b. Generally, OS transmits briefing packages and other Agenda Materials to the Commission.



- c. In the rare circumstance where OS staff are unavailable, the General Counsel or their designee may transmit Agenda Materials to the Commission.
- d. OS serves as the office of record for all Agenda Materials submitted to the Commission.

**5. PROCEDURES.**

- a. Staff must clear briefing packages, informational packages, presentation materials, and any other material intended for Commission review or action pursuant to Order No. 1450.2 (or any successor directive).<sup>1</sup> Legal memoranda and other documents that include privacy-protected or privileged information may follow a restricted clearance procedure.
- b. After the materials have been reviewed in clearance, the staff member submitting the package must address all edits and comments, finalize the package, and transmit a clean version, preferably in .pdf format, to OS.
- c. Staff should clearly identify any documents or parts of documents that are For Official Use Only (FOUO) or should have a restricted distribution.
- d. Any legal memorandum initiated by the Office of the General Counsel will have a restricted distribution list and will not be posted publicly.
- e. All materials submitted to the Commission for a vote must be accompanied by a vote sheet produced by the Office of the General Counsel.
- f. OS will distribute the briefing package or other material as appropriate and post publicly as appropriate.

- 6. **CANCELLATION.** This Directive supersedes and cancels Order No. 0601.6, *Procedures for Sending Briefing Packages to the Commission* (Jan. 27, 1998).

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Jason K. Levine  
Executive Director

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Date

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<sup>1</sup> At the time of this directive's publication, the clearance process is conducted through an agency SharePoint application.