



Keep it Professional

- All Postal Service records, including emails, are subject to the Freedom of Information Act (FOIA).
- Make sure you keep emails professional and on topic when communicating with customers, employees and suppliers — and avoid including personal details or opinions about your life or others in official emails.

Keeping it professional in your emails reflects positively on the Postal Service and avoids unnecessary disclosure during FOIA requests.

And that's smart business.