



To Redact or Not to Redact?

The Postal Service withholds certain private personal information and internal business information in response to requests for records under the Freedom of Information Act. However, a requester may still be entitled to parts of a document that don't contain this type of information.

Before withholding an entire document, ask yourself: can I provide this document with some information redacted? If so, you may need to do that. Not sure how to correctly redact information in response to a FOIA request? Ask for advice.

Providing information that a FOIA requestor is entitled to the first time avoids reprocessing the request and protects the Postal Service from unnecessary litigation. That saves USPS time and money.

And that's smart business!