



An Appeal Is Always Possible

After the Postal Service responds to a request for information under the Freedom of Information Act, the requester may decide to file an administrative appeal or take it to court. When you respond to a FOIA request, make sure you keep a record of the information and response that you provide, as well as any records that you withhold. Not sure how to maintain this information? Seek advice or consult the ASM 353.

Keeping an accurate record of the response to a FOIA request helps USPS make a correct decision on administrative appeal or defend itself in court.

And that's smart business!