



Did You Look Everywhere?

- A Freedom of Information Act (FOIA) request requires a search for any and all pertinent records that may exist electronically or in hard copy.
- If a proper search isn't conducted, the person making the request can legally challenge the Postal Service's decision. That could result in litigation and/or the additional expense of using postal resources to correct the deficiency.

Processing FOIA requests correctly saves the Postal Service time and money.

And that's smart business.