



Document Your Actions

Responding to a Freedom of Information Act (FOIA) request? Keep an administrative file for seven years.

The administrative file should detail your search for records, any records withheld, any records released to the requester, and notes about the processing of the request.

A detailed administrative file could be the difference between winning and losing a FOIA lawsuit in U.S. District Court. Winning FOIA lawsuits and avoiding liability is smart business.

Contact the Privacy and Records Management Office for guidance.