



Keep Good Notes

Smart searching

Searching for records requested under the Freedom of Information Act and the Privacy Act? Take thorough and detailed notes!

These laws require Postal Service employees to conduct a reasonable search for requested records. Take notes that include search dates, search terms used, locations searched (both physical and virtual) and any other relevant details.

If you don't take detailed notes, you could be required to conduct the search again to demonstrate the Postal Service met its legal obligations. Additionally, failure to document the search could undermine the Postal Service's ability to defend its actions if administratively or legally challenged, and that could potentially cost USPS money if there's an adverse judgment.

Keeping thorough and detailed notes about your search for records will help make sure the Postal Service can demonstrate compliance with FOIA and Privacy Act.

And that's smart business.