



Freedom of Information Act (FOIA) Stay on Topic

Stick to what they are asking for.

When releasing documents under the Freedom of Information Act (FOIA), don't go beyond the scope of the request.

An initial search may uncover records that aren't necessarily responsive. For example, if a requester only asked to receive emails exchanged between two employees during a four-day timeframe, emails sent or received by anyone other than those two named employees should not be released. Likewise, emails sent or received outside of that four-day timeframe should not be released.

Save the Postal Service time and money by eliminating the need to review and redact non-responsive records. If it's not responsive to the

FOIA request, DO NOT include it. And that's smart business.

Contact the Privacy and Records Management Office for assistance.