



Freedom of Information Act (FOIA): Attack of the Clones

Seeing double?

When disclosing records under FOIA, eliminate duplicates.

Copies of the same record held by multiple sources could turn up during a search. Remove exact copies from the final production.

This saves the Postal Service time, resources and the expense of reviewing the same record multiple times.

And that's smart business.

Contact the Privacy and Records Management Office for more guidance.