



Sanitize before sending

When reviewing a document that's responsive to a Freedom of Information Act request, you must redact all exempt information, add the appropriate FOIA exemption code to each redaction, and check that all hidden data, hyperlinks, and metadata have been removed before releasing it.

Reviewing and redacting documents with care furthers compliance with FOIA and makes sure that exempt information is not released inappropriately.

And that's smart business.

Contact your FOIA coordinator or the FOIA team – at foia12@usps.gov – with any technical questions on using or obtaining Adobe Acrobat Pro, including how to check whether hidden data, hyperlinks, and metadata have been removed from a document prior to release.