



A word to the wise

What's a "record?"

- The Freedom of Information Act defines "record" as any information in an "agency record" that's maintained by the agency in any format.
- The Postal Service defines a "record" as "a discrete, distinct or segregable grouping of information that pertains to a specific topic" that's recorded and is in the custody or control of USPS. This includes all electronic data.
- "Personal records" — such as notes taken to refresh an employee's memory and not integrated into agency files — are not considered "records" under the FOIA.

Keeping the definition of a "record" in mind while searching for documents that are responsive to a FOIA request ensures that the Postal Service will comply with all its obligations under the act.

And that's smart business.

Contact your FOIA coordinator or FOIA team — at foia12@usps.gov — with any questions.