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Description of document: Alcohol and Tobacco Tax and Trade Bureau (TTB) listing of Standard Operating Procedures (SOPs) in the Regulations and Rulings Division (RRD), 2020

Requested date: 23-October-2020

Release date: 06-December-2020

Posted date: 28-December-2020

Source of document: FOIA Request
Alcohol and Tobacco Tax and Trade Bureau
TTB FOIA Requester Service Center
1310 G Street, NW
Box 12
Washington, DC 20005
Fax: 202-453-2331

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DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
WASHINGTON, D.C. 20005

December 6, 2020

Refer to: **2020-10-057**
4040000


SENT VIA EMAIL

This letter is in response to your Freedom of Information Act (FOIA) request to the Alcohol and Tobacco Tax and Trade Bureau (TTB) dated October 23, 2020. You are requesting a copy of the listing of Standard Operating Procedures (SOPs) in the Regulations and Rulings Division (RRD).

We conducted a search of files within TTB for records responsive to your request and identified one page which is being released in its entirety.

Please note we are charging no fee for processing your request. If you have any questions regarding this letter, feel free to contact Quinton Mason, TTB Disclosure Officer, by telephone at (202) 882-9904 or by e-mail at TTBFOIA@ttb.gov, and reference FOIA number **2020-10-057**.

Sincerely,


Amy R. Greenberg
Director, Regulations and Rulings Division

Digitally signed by Amy
R. Greenberg
Date: 2020.12.06
20:20:41 -05'00'

Enclosure(s): As stated



Standard Operating Procedures for the Regulations and Rulings Division

[RRD S 7640.1A Regulations Modernization Guidelines for Revision of Code of Federal Regulations Parts](#)

[RRD S 7640.2A Assignment Control Logs](#)

[RRD S 7640.3A Citing the United States Code, the Code of Federal Regulations, and the Federal Register](#)

[RRD S 7640.4A Preparation of Outgoing Correspondence](#)

[RRD S 7640.5A Handling Mail and Other Correspondence](#)

[RRD S 7640.6 Preparation of the Unified Agenda](#)

[RRD S 7640.7A Handling Alternate Method or Procedure Applications](#)

[RRD S 7640.8 Review and Publication of Documents in the Federal Register](#)

[RRD S 7640.9A Locating, Requesting, Ordering, and Servicing Supplies, Equipment, and Desk Phones](#)

[RRD S 7640.10 Closing a Rulemaking File](#)

[RRD S 7640.11A Standard Effective Tax Rates for Imported Distilled Spirits](#)

[RRD S 7640.12 Regulatory Action Decision and Document Drafting Rules](#)

[RRD S 7640.13 Processing of Freedom of Information Act Requests](#)

[RRD S 7640.14 Procedures for Issuing Public Guidance](#)

[RRD S 7640.15 Responding to Petitions for Rulemaking](#)