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Description of document: **US Government Printing Office (GPO) procedures for responding to records requests, 2009**

Requested date: 03-October-2009

Released date: 05-October-2009

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Title of document: GPO Instruction 905 .3A, Subject: Policy and Procedure Concerning Public Access to Information and Records of the Government Printing Office, June 15, 1982

Source of document: US Government Printing Office
Office of the General Counsel
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October 5, 2009

This is in response to your Freedom of Information Act (FOIA)/public records request, dated October 3, 2009, for a copy of GPO's procedures for responding to records requests.

The provisions of FOIA are included within the Administrative Procedure Act, 5 U.S.C. §§ 551-559. While both acts are applicable to Federal agencies of the United States, in defining "agency," Congress specifically excluded the legislative and judicial branches. The GPO, which is an office of the *legislative* branch of the Federal Government, is therefore not subject to the provisions of FOIA.

Although GPO is not legally required to provide the information you requested, as a courtesy to you, I made inquiries about the availability of that document. Enclosed please find GPO Instruction 905.3A, Subject: Policy and Procedure Concerning Public Access to Information and Records of the Government Printing Office, dated June 15, 1982.

Sincerely,

A handwritten signature in blue ink, appearing to read 'L. Hayes', written over a horizontal line.

LATONYA D. HAYES
Assistant General Counsel

Enclosure

GPO 905.3A
June 15, 1982
GCL

UNITED STATES GOVERNMENT PRINTING OFFICE
Washington, D.C. 20401

Government Printing Office Instruction 905.3A

Subject: Policy and Procedure Concerning Public Access to Information and Records of the Government Printing Office

1. Purpose. This Instruction establishes the procedures and responsibilities for the release of information and records to the public.
2. Cancellation. GPO Instruction 905.3, Policy and Procedure Concerning Public Access of Information and Records of the Government Printing Office, dated December 31, 1971, and GPO Instruction 1000.1, Policy and Procedure for Release of Information to White House Representatives, Congress, Congressional Committees and the Press, are hereby canceled.
3. Definition. For the purpose of this Instruction, "information and records" refers only to those books, papers, photographs or other documentary materials and the data thereon which are in being and are the property of the Government Printing Office. Information and records in the custody of the Government Printing Office which belong to customer agencies should be released only by the customer agency.
4. Responsibility. Any inquiries received from the public requesting the release of information or records should be immediately referred to the General Counsel for handling, except as provided below.
 - a. Release of information or records requested by White House representatives, Congress, Congressional Committees or news media such as newspapers, magazines, industry and trade association publications, radio, and television will be made only in accordance with special delegations of authority from the Public Printer.
 - b. It is the responsibility of the Director of Personnel to assure that information or records are released from official personnel folders only in accordance with applicable regulations contained in the Federal Personnel Manual.
 - c. Information or records required to be released in connection with the

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normal day-to-day operations of a service/department or division will continue to be the responsibility of the head of the service/department.

d. Fees for use in computing charges in connection with the furnishing of information and records will be developed by Financial Management Service.

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5. Procedure. Except as provided in a, b, and c of paragraph 4, all written and telephone requests will be referred to the General Counsel.

6. Inquiries. Any inquiries received from the public requesting the release of information or records should be immediately referred to the General Counsel for handling.

Public Printer