



GPO Directive 905.3C

November 26, 2024

SUBJECT CLASSIFICATION

ISSUE DATE

Public Access to GPO Information and Records

TITLE/SUBJECT

1. **Purpose.** Although the Government Publishing Office is not subject to the Freedom of Information Act, 5 U.S.C. § 552, this Directive establishes the procedures and responsibilities for the release of information and records to the public.
2. **Cancellation.** GPO Directive 905.3B, Subject: Public Access to GPO Information and Records, dated March 22, 2013, is hereby superseded.
3. **Definition.** For the purpose of this Directive, “information and records” refers only to those books, papers, photographs, electronic records, or other documentary materials and the data thereon that are the property of the Government Publishing Office. Information and records in the custody of the Government Publishing Office that 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. Only the Chief Communications Officer will release information or records requested by the news media.
  - b. Only the Chief of Intergovernmental Affairs will release information or records requested by White House representatives, Congress, or Congressional Committees.
  - c. The Chief Human Capital Officer will assure that the release of information or records from Official Personnel Folders is accomplished in accordance with applicable federal regulations.
  - d. Information or records required to be released in connection with the normal day-to-day operations of a service/department or division will continue to be the responsibility of the head of the service/department.
  - e. Information or testimony sought in connection with a legal proceeding will be processed in accordance with GPO Directive 905.4, Subject: Testimony of GPO Employees and Production of Documents in Legal Proceedings, dated November 13, 2015, or as subsequently amended.
  - f. The Chief Financial Officer will develop fees for use in computing charges in connection with the furnishing of information and records.
5. **Procedure.** Except as provided in a, b, c and d of paragraph 4, all written and telephone requests for the release of information or records should be immediately referred to the General Counsel for handling.
6. **Inquiries.** Inquiries regarding this Directive should be made to the Office of the General Counsel on 202-512-0033.

ORIGINATING OFFICE	EFFECTIVE DATE
Office of the General Counsel	November 26, 2024

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7. **Effective Date.** This Directive is effective upon issuance.

A handwritten signature in black ink, appearing to read "Hugh N. Halpern", followed by a long horizontal line extending to the right.

HUGH NATHANIAL HALPERN  
Director