

GPO Directive 905.3B

March 22, 2013

SUBJECT CLASSIFICATION

ISSUE DATE

Public Access to GPO Information and Records

TITLE/SUBJECT

1. **Purpose.** Although the Government Printing 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.** This Directive supersedes GPO Instruction 905.3A, Subject: Policy and Procedure Concerning Public Access to Information and Records of the Government Printing Office, dated June 15, 1982.
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 Printing Office. Information and records in the custody of the Government Printing 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 White House representatives, Congress, Congressional Committees, or the news media.
 - b. 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.
 - c. 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.
 - d. 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, and c 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.

ORIGINATING OFFICE	ORIGINATION DATE	EFFECTIVE DATE
OGC	MARCH 22, 2013	MARCH 22, 2013

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6. **Inquiries.** Inquiries regarding this directive should be made to the Office of the General Counsel on 202-512-0033.

A handwritten signature in black ink that reads "Davita Vance-Cooks". The signature is written in a cursive, flowing style.

DAVITA VANCE-COOKS
Acting Public Printer