

## Chapter 9

### Freedom of Information Act and Privacy Act

The Freedom of Information Act (FOIA) generally provides that any person has a right, enforceable in court, of access to Federal Agency records, except to the extent that such records (or portions thereof) are protected from disclosure by one of nine exemptions or by one of three special law enforcement record exclusions. The goal of the FOIA is to ensure that documents and information collected and/or maintained by the government will be released to the public-- rather than being withheld from the public.

The Privacy Act (PA) protects individuals against clearly unwarranted invasion of personal privacy stemming from federal agencies' collection, maintenance, use, and disclosure of personal information about them. The PA grants individuals access to records maintained on themselves within a System of Records and the right to seek amendment of these records.

The Administrator has overall responsibility for complying with these two laws. The FOIA Coordinator, headquartered on the Information Staff, acts for the Administrator. Therefore, any FOIA/PA requests, as well as subpoenas for records, should be directed immediately to the FOIA Coordinator for a response.

Personnel information that is routinely released to the public under these laws includes: name, present and past position titles, occupational series, present and past grades, present and past annual salary rates, present and past duty stations, position descriptions, identification of job elements, and performance standards (but not actual performance appraisals).

Abbreviations: See Chapter 22 for commonly used acronyms and abbreviations.

References: P&P 158.1 - Freedom of Information Act and Privacy Act Guidelines  
5 U.S.C. 552 and 552a

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