



October 31, 2008

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Office of Management and Budget
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SUBJECT: United States Postal Service Certification of Agency Compliance with FOIA Reading Room Requirements

The purpose of this letter is to provide partial certification of Postal Service compliance with the FOIA Reading Room requirements.

The FOIA requires federal agencies to make four distinct categories of records available for public inspection and copying in their conventional and or electronic Reading Rooms. The categories required are: 1) final opinions and orders 2) agency policy statements 3) administrative staff manuals and instructions that affect the public and 4) frequently requested records. Agencies must post frequently requested records electronically and require these records be indexed or include a direct link to each document.

a. Internal Review of Agency FOIA Reading Rooms:

The internal review of the Postal Service's conventional and electronic Reading Rooms is complete. The review was conducted for the purposes of determining whether the agency is in compliance with the legal requirements for FOIA Reading Rooms, ensuring that they contain all the elements required by law, to report any deficiencies in the content, and to report on the status of any actions being taken to resolve the reported deficiencies.

The Postal Service has one conventional Reading Room located at Postal Service Headquarters in Washington, DC. Contact information for the Reading Room can be found on the FOIA home page at:

<http://www.usps.com/foia/welcome.htm?from=global&page=foia>.

The Postal Service electronic Reading Room is located at:

<http://www.usps.com/foia/readroom/welcome.htm>.

The Postal Service has two component agencies, the Postal Inspection Service and the Office of Inspector General (OIG) for the Postal Service. The Postal Inspection Service maintains a direct link from their FOIA website to the Postal Service FOIA homepage. Any frequently requested records of the Postal Inspection Service are included in the Postal

Service electronic Reading Room. The OIG maintains a FOIA website which includes its electronic FOIA Reading Room, located at: http://www.uspsoig.gov/reading_room.cfm.

b. Reading Room Deficiencies:

The contents that are contained in the frequently requested records category are relevant and current, with one exception described below.

The USPS electronic Reading Room has been organized based on the four categories required by the FOIA.

- 1) Final Opinions and Orders – The contents in this category of records are relevant and current.
- 2) Agency Policy Statements - The contents in this category of records are relevant and current.
- 3) Administrative Manuals that affect the public – The contents in this category of records are relevant and current.
- 4) Frequently Requested Records: Upon review, the records described below fall into the “frequently requested” category of the reading room and requires action.

One new category of records has been identified as meeting the frequently requested records criteria:

New Category: Facilities

Subcategory: Leased Facilities

Contents to be added: 50 files categorized by State identifying all leased postal facilities in the United States will be added to the reading room.

Action: This information was recently identified as a frequently requested record. We were unable to post the reading room prior to submission of this report. We expect to have this information added to the reading room by December 31, 2008.

c. Partial Certification:

I certify that after review, the Postal Service will be in compliance with the requirements of the FOIA Reading Room once the deficiency noted above has been resolved.

Please direct any questions you may have concerning the Postal Service FOIA Reading Room certification to Jane Eyre, Manager, Records Office, at (202) 268-2144.



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Chief FOIA Officer

Vice President and Consumer Advocate