

6. The procedure varies somewhat, under the prescribed rules, for the kind of records involved—current GSA records (41 CFR 101-12.101-4), records in the National Archives (41 CFR 101-7.101, 101-7.104), records in Federal records centers (41 CFR 101-9.103), records in Presidential libraries (41 CFR 101-10.102, 101-10.202, 101-10.302, 101-10.402), and records for contract appeals (41 CFR 5-60.209). Copies of these rules are attached. Basically, the procedures require the applicant to request specified records of a designated official and to explain his interest. The official weighs the matter and, if he denies access, explains why to the applicant. Provision is also made for copying and authenticating records at the request of the applicant.

7. As shown in the attached rules, certain limitations are placed on the availability of records to persons otherwise properly concerned. Current GSA records thus exclude those relating solely to internal management or requiring non-disclosure in the public interest (41 CFR 101-12, 101-3). National Archives records are subject to restrictions imposed by law, Executive order, the transferring agency, or the Archivist in Restriction Statements (41 CFR 101-7.101-3, 101-7.101-4). Records in Federal records centers are subject to restrictions imposed by the agency whose records are involved, the GSA Regional Administrator, law, or regulations pertaining to the centers (41 CFR 101-9.103). Records in Presidential libraries generally are subject to restrictions imposed by depositors, the Archivist, law, Executive order, or where disclosure would prejudice national interest or security (41 CFR 101-10.101-2, 101-10.202-4, 101-10.302-4, 101-10.042-2). Appeals case records exclude those relating solely to internal management, confidential by law, security classified, or where otherwise not in the public interest (41 CFR 5-60.209(c)).

8. None.

9. None.

10. Personnel management matters, and ancillary matters related to published rules where these matters concern agency procedures on filing, distribution, reviewing, preparation, and the like.

11. All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the U.S. Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, of other activities of the Government or because of the informational value of data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records." (41 CFR 101-11.101-3, 101-12.101-1).

Records, for contract appeal cases only, include, but are not limited to, documents, papers, books, and letters (41 CFR 5-60.209(d)).

The GSA directives for implementing 5 U.S.C. 1002 are GSA Order DOA 5410.1, CHGE 114, September 11, 1964, particularly paragraphs 4, 5, 6, 13h, and 15; GSA Order ADM P 2800.1, CHGE 47, October 29, 1964, particularly § 5-60.209 of the attachment (published in the Federal Register of Nov. 4, 1954, p. 14930); and Federal Property Management Regulations Amendment No. B-1, December 22, 1964, particularly the sections appearing in the attachment which are cited in answer to questions 6 and 7 (which sections were published in the Federal Register of Dec. 8, 1964, p. 16797 et seq.).

There is also enclosed Federal Procurement Regulations Amendment No. 5, December 22, 1964, the attachment to which was published in the Federal Register of December 29, 1964, page 18477. The latter attachment together with the attachments to GSA Order ADM 2800.1, CHGE and Federal Property Management Regulations Amendment No. B-1, illustrate the cardinal regulations of GSA, viz the Federal Property Management Regulations, the Federal Procurement Regulations, and the General Services Administration Procurement Regulations.

Two copies of these documents are enclosed as requested.