

which have been incorporated Board orders to date pertaining to implementation of the provisions of 5 U.S.C. 1002.

We appreciate the telephonic arrangements made with Mr. Archibald of your staff for an extension of time for submission of this report from March 15 to this time.

Sincerely yours,

RICHARD H. LAKE, *Executive Secretary.*

1. Generally, to what functions of your agency does 5 U.S.C. 1002 apply? Are there any divisions, bureaus, branches or other constituent units of your agency to which the section does not apply.

Foreign-Trade Zones Board activity to which 5 U.S.C. 1002 is generally applicable includes administration of the Foreign-Trade Zones Act, as amended, and the establishment, operation, and maintenance of foreign-trade zones established thereunder. There are no constituent elements of the Board to which this section does not apply.

2. In what official or unofficial publication, and at what intervals, does your agency publish: (a) Descriptions of its central and field organization (see sec. 3(a)(1) of the APA).

Foreign-Trade Zones Board Regulations (15 CFR 400), which are published in the basic official publication of the Board, entitled "Laws, Regulations, and Other Information Relating to Foreign-Trade Zones in the United States" (copy attached). This publication is reprinted whenever stock level so warrants or Board regulations have been substantially revised. Any changes in Board regulations are formalized in Board orders which are published in the Federal Register and incorporated in published Board regulations.

(b) Statements of the general course and method by which its functions are channeled and determined (see sec. 3(a)(2) of statute).

See answer to 2(a), above. The booklet containing Board regulations also contains Bureau of Customs regulations pertaining to foreign-trade zones (19 CFR 30). Together, these regulations set forth the course and method by which Board actions are channeled and determined. They include the nature and requirements of formal procedures as well as forms and instructions for compliance with applicable laws and regulations.

(c) Substantive rules adopted as authorized by law (see sec. 3(a)(3) of statute).

See answers to 2(a) and 2(b), above.

(d) Statements of general policy or interpretations formulated and adopted by the agency for the guidance of the public (see sec. 3(a)(3)).

See answers to 2(a) and (b), above.

(e) Rules addressed to and served upon named persons in accordance with law (see sec. 3(a)(3) of statute).

The Board does not issue special rules to named persons.

3. Please describe the manner in which your agency publishes, or, in accordance with published rule, makes available to public inspection, all final and interim opinions or orders in the adjudication of cases, pursuant to section 3(b) of the APA or other authority.

Foreign-Trade Zones Board orders in adjudication of cases are published in the Federal Register.

4. In what types of cases does your agency refrain from publishing interim and final opinions or orders where, in the opinion of your agency, good cause requires they be held confidential, pursuant to section 3(b) of the Administrative Procedure Act or other authority?

See answer to 3, above. There are no exceptions.

5. In what circumstances are unpublished opinions and orders cited or used as precedents in other proceedings?

See answers to 3 and 4, above.

6. What is the procedure for making available to the general public the records and files, interpretations and legal opinions of your agency?

Records and files of the Foreign-Trade Zones Board are maintained by the executive secretary of the Board and are available for public inspection at his office. In addition to the opportunity to physically inspect this material, members of the public who submit written requests for information contained in these records and files are furnished such information except under the circumstances discussed in 7, below.

7. What limitations are placed upon the availability of records and files to the general public, either by statute, rule or practice?