

General Services Administration  
Washington, DC 20405

APD 2800.12B, CHGE 20  
May 30, 2008

GSA ORDER

Subject: General Services Administration Acquisition Manual; Protection of Privacy and Freedom of Information; Part 524 – GSAM Case 2007-G504.

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) (Change 20).
2. Background. The General Services Administration amends the GSA Acquisition Manual (GSAM) to update an order number, add the GSA Home page websites to find guidance on the Privacy Act Program and the GSA Freedom of Information Act (FOIA), and directs Contracting Officers to notify FOIA Officers when a request under the FOIA is received. In addition, GSA amends the GSAM to add reference regarding the requirement in OMB Circular A-130, Appendix I, to review every two years a random sample of contracts that provide for the maintenance of a system of records.
3. Effective date. This order is effective immediately upon publication.
4. Filing instructions. Remove and insert the following pages to the GSAM:

Remove pages

524-1 and 524-2

Insert pages

524-1 and 524-2



DAVID A. DRABKIN  
Senior Procurement Executive  
Office of the Chief Acquisition Officer  
U.S. General Services Administration

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**PART 524—PROTECTION OF PRIVACY AND FREEDOM OF INFORMATION**

**Subpart 524.1—Protection of Individual Privacy**

**524.103 Procedures.**

(a) See 41 CFR part 105-64, GSA Order, Privacy Act Program (CPO 1878.1), and Privacy Act Program information available on Insite, when contracting for the design, development, or operation of a system of records on individuals.

(b) The Office of the Chief Acquisition Officer (OCAO) will review every two years a random sample of contracts that

provide for the maintenance of a system of records pursuant to OMB Circular A-130, Appendix 1.

**Subpart 524.2—Freedom of Information Act**

**524.203 Policy.**

(a) See 41 CFR 105-60 and GSA FOIA procedures available on Insite, for requirements on making records available under FOIA.

(b) The contracting officer shall notify the appropriate FOIA officer of the request.

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