

Reference: RGL 82-04

Subject: CORRESPONDENCE-PERMIT RECORD

Title: RELEASE OF CORRESPONDENCE RECEIVED ON PERMIT APPLICATIONS

Issued: 03/09/82 Expires: 12/31/84

Originator: DAEN-CWO-N

Description: PERMIT FILES OPEN TO PUBLIC REVIEW EXCEPT FOR CERTAIN DOCUMENTS.

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1. The purpose of this Regulatory Guidance Letter is to clarify our procedures for handling correspondence received on permit applications, in particular, Congressional correspondence.
 2. Permit case files are public records and as such any information in the file is releasable under the Freedom of Information Act. Certain documents, such as those protected by attorney-client privilege, do not have to be released and, preferably, should not be placed in the official permit case file.
 3. All external correspondence received on a permit application is releasable. However, as a matter of courtesy, correspondence from public officials requiring a response is to be answered whenever possible prior to releasing the correspondence. If a letter from a member of Congress or other public official must be released prior to responding, the member of Congress or public official will be informed in advance.

FOR THE COMMANDER: