

U.S. TREASURY DEPARTMENT  
**The Freedom of Information Act Guide to Treasury Records**

The Treasury Department consists of the Departmental Offices (DO), which is also referred to as Treasury Headquarters, and the twelve Treasury bureaus. The topics listed below reflect records only for DO, which maintains more policy-type records as opposed to operational records.

You should submit requests for records of the Treasury bureaus directly to the bureaus= FOIA offices. Take a moment to research where your request should go. If you have access to the Internet, Treasury's web site is at: <http://www.treas.gov>. Also, the *United States Government Manual* is an excellent reference to learn the organizational structure of a Federal agency and the kinds of records an agency may maintain.

**A. Records Already Available to the Public:**

Delegation orders	Treasury Directives
News releases	FOIA/PA regulations
FOIA/PA Reports	GILS Index (AGovernment Information Locator Service")

These records are maintained at DO's Reading Room in the Treasury Library. Please call for an appointment at least 24 hours ahead of your visit: 202/622-0990. These records are also available through the Treasury web site: [www.treas.gov](http://www.treas.gov).

**B. The Departmental Offices Consist of the Following:**

**1. Secretary of the Treasury/Deputy Secretary of the Treasury**

Chief of Staff/White House Liaison; National Security; Economics & Budget; and Public Correspondence. (Note: The Office of Management and Budget (OMB) has responsibility for the Federal Government's approved operating budget.)

## **2. Domestic Finance**

Government Financial Policy: Corporate Finance, Federal Financing Bank Manager, Synthetic Fuels, Financial Institutions Policy & Fund, Community Development Financial Institutions Fund, Financial Markets, New Currency, Federal Finance, Market Finance. The Treasurer of the United States.

## **3. Fiscal Matters**

Fiscal Management and Cash & Debt Management.

## **4. Economic Policy**

Financial & Economic Analysis, International Analysis; Foreign Investment Studies.

## **5. Law Enforcement**

Policy Development, Finance & Administration, Regulatory Policy & Enforcement, Project Outreach, Asset Forfeiture, Financial Crimes Enforcement Network, Regulatory, Tariff and Trade Enforcement; Foreign Assets Control: Licensing, Blocked Assets; Policy Planning: Compliance and Civil Penalties Programs. Note: Operational records and records of investigation are maintained by the four law enforcement bureaus: Bureau of Alcohol, Tobacco and Firearms; Internal Revenue Service; United States Customs Service; and the United States Secret Service.

## **6. General Counsel**

Legislation, Litigation, and Regulation; Banking & Finance; Enforcement; General Law, Ethics, Financial Disclosure; Assets Control; International Law; Tax Legislation & International and Benefits Tax Counsel.

## **7. Inspector General**

Investigations & Oversight, General Audit and Financial Statements, Evaluations & Inspections.

HOTLINE (Reports of Waste, Fraud, & Abuse): 1 (800) 359-3898

## **8. Treasury Inspector General for Tax Administration**

Audits, Investigations pertaining to Tax Administration.

## **9. International Affairs**

### **✓ International Monetary & Financial Policy**

International Banking & Securities Markets, Foreign Exchange Operations, Industrial Nations-Global Analyses, Policy for Asia, the Americas & Africa.

### **✓ International Development, Debt, & Environmental Policy**

Multilateral Development Banks, International Debt Policy.

### **✓ Trade & Investment Policy**

International Trade, Finance, & Investment; Financial Services.

✓ **Policy for Eurasia & the Middle East**

Central & Eastern European Nations; Middle Eastern & Central Asian Nations.

✓ **Technical Assistance Policy**

International Technical Assistance, Saudi Arabian Joint Commission Program, African Development Bank & Fund, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank, International Bank for Reconstruction and Development, International Monetary Fund, U.S.-Saudi Arabian Joint Commission on Economic Cooperation.

Also: Treasury Financial Attaches (at American embassies)

**10. Legislative Affairs/Public Liaison/Public Affairs**

Congressional Inquiries, Business Liaison, news releases, publications.

**11. Tax Policy**

Tax Legislative Counsel, Tax Analysis, Benefits Tax Counsel; Modeling & Computer Applications; Individual Taxation, Business Taxation, Revenue Estimating.

**12. Management/Administration**

Accounting and Internal Control, Financial and Budget Execution, Financial Systems and Reports, Emergency Preparedness, Physical & Personnel Security and Safety, Printing and Graphics.

✓ **Finance & Management**

Budget, Accounting, Financial Management, Procurement, Small and Disadvantaged Business Utilization, Real & Personal Property Management, Organizational Improvement (Orders, Directives); DO Budget & Accounting.

✓ **Human Resources**

Equal Opportunity (EEO), Personnel, Training.

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Treasury Reinvention, Treasury Executive Institute.

✓ **Information Systems**

Automated Systems-Operations; Information Resources Management (IRM); Telecommunications; Infrastructure Programs; Strategic Planning and Program Administration; Treasury Communication System (TCS) Executive Agent Program.

✓ **Information Services**

Disclosure Services (Freedom of Information Act and Privacy Act); Library; Records Management and Resources.

✓ **Facilities**

Facilities Management  
Curator and Supervisory Architect  
TBARR (Treasury Building & Annex Restoration & Renovation)

✓ **Travel & Special Events**

### **C. Accessing Treasury Records Through the Freedom of Information Act (FOIA)**

The FOIA provides any person the right to request access to Treasury records. The request has to meet the following criteria before Treasury can take action:

- It must be in writing and signed by the person making the request;
- It must state that the request is being made pursuant to the FOIA;
- It must reasonably describe the records being requested;
- It must state the category of the requester for fee purposes (i.e., commercial, media, educational, all other);
- It must contain an agreement to pay all fees that might be incurred;
- It must state whether a copy of the records is desired, or inspection of records only.

#### **Where to Send Your Request**

The Department of the Treasury is made up of the headquarters office plus 12 separate bureaus. Depending on the subject of the records you want to access, it is important to address your request to the appropriate bureau(s). The addresses follow:

Departmental Offices  
Disclosure Services  
Department of the Treasury  
Washington, DC 20220

Bureau of Alcohol, Tobacco and Firearms  
Freedom of Information Request  
650 Massachusetts Avenue, NW  
Washington, DC 20226

Bureau of Engraving & Printing  
Freedom of Information Request  
Room 646 PD  
14th & C Street, SW  
Washington, DC 20228

Comptroller of the Currency  
Freedom of Information Request  
Washington, DC 20219

United States Customs Service  
Freedom of Information Request  
Third Floor, Ronald Reagan Bldg.  
1300 Pennsylvania Avenue, NW  
Washington, DC 20229

Federal Law Enforcement  
Training Center (FLETC)  
Freedom of Information Request  
Department of the Treasury  
Building 94  
Glynco, GA 31524

Financial Management Service  
Freedom of Information Request  
401 14th Street, SW  
Washington, DC 20227

Internal Revenue Service  
Freedom of Information Request  
P.O. Box 795 - Ben Franklin Station  
Washington, DC 20044

United States Mint  
Freedom of Information Request  
801 Ninth Street, NW - 8th Floor  
Washington, DC 20220

Bureau of the Public Debt  
Freedom of Information Request  
999 E Street, NW  
Washington, DC 20239

United States Secret Service  
Freedom of Information Request  
950 H Street, NW - Suite 3000  
Washington, DC 20001

Office of Thrift Supervision  
Freedom of Information Request  
1700 G Street, NW  
Washington, DC 20552

Office of Treasury Inspector General for Tax Administration  
Freedom of Information Request  
TIGTA Counsel  
IG:CC Room 3057  
Internal Revenue Service  
Washington, DC 20224

## **Additional Information**

Treasury's disclosure regulations can be found at 31 CFR Part 1, Subpart A or in the Electronic Reading Room at:

[www.treas.gov/foia/temp\\_err.htm](http://www.treas.gov/foia/temp_err.htm).

Questions may be directed to the headquarters office on 202/622-0930. You may request paper copies of this Guide by calling 202/622-0930.