

(g) Fee for locating and duplicating records are listed in § 105-60.305-10.

§ 108-60.103-2 Applying exemptions.

GSA may deny a request for a GSA record if it falls within an exemption under the FOIA outlined in subpart 105-60.5 of this part. Except when a record is classified or when disclosure would violate any Federal statute, the authority to withhold a record from disclosure will likely cause harm to a Governmental or private interest. GSA will explain the harm to requesters when a record is denied under FOIA.

§ 105-60.104 Records of other agencies.

If GSA receives a request for access to records that are known to be the primary responsibility of another agency, GSA will refer the request to the agency concerned for appropriate action. For example, GSA will refer requests to the appropriate agency in cases in which GSA does not have sufficient knowledge of the action or matter that is the subject of the requested records to determine whether the records must be released or may be withheld under one of the exemptions listed in § 105-60.5. If GSA does not have the requested records, the agency will attempt to determine whether the requested records exist at another agency and, if possible, will forward the request to that agency. GSA will inform the requester that GSA has forwarded the request to another agency.

Subpart 105-60.2—Publication of General Agency Information and Rules in the Federal Register

§ 105-0.201 Published information and rules.

In accordance with 5 U.S.C. 552(a)(1), GSA publishes in the FEDERAL REGISTER, for the guidance of the public, the following general information concerning GSA:

(a) Description of the organization of the Central Office and regional offices and the established places at which, the employees from whom, and the methods whereby, the public may obtain information, make submittals or requests, or obtain decisions;

(b) Statements of the general course and method by which its functions are channeled and determined, including the nature and requirements of all formal and informal procedures available;

(c) Rules of procedure, descriptions of forms available or the places where forms may be obtained, and instructions on the scope and contents of all papers, reports, or examinations;

(d) Substantive rules of general applicability adopted as authorized by law, and statements of general policy or interpretations of general applicability formulated and adopted by GSA; and

(e) Each amendment, revision, or repeal of the materials described in this section.

§ 105-60.202 Published materials available for sale to the public.

(a) Substantive rules of general applicability adopted by GSA as authorized by law which this agency publishes in the FEDERAL REGISTER and which are available for sale to the public by the Superintendent of Documents at pre-established prices are: The General Services Administration Acquisition Regulation (48 CFR Ch. 5), the Federal Acquisition Regulation (48 CFR Ch. 1), the Federal Property Management Regulations (41 CFR Ch. 101), and the Federal Travel Regulation (41 CFR Ch. 301-304).

(b) GSA also provides technical information, including manuals and handbooks, to other Federal entities, *e.g.*, the National Technical Information Service, with separate statutory authority to make information available to the public at pre-established fees.

(c) Requests for information available through the sources in paragraphs (a) and (b) of this section will be referred to those sources.

Subpart 105-60.3—Availability of Opinions, Orders, Policies, Interpretations, Manuals, and Instructions

§ 105-60.301 General.

GSA makes available to the public the materials described under 5 U.S.C. 552(a)(2), which are listed in § 105-60.302, at the locations listed in § 105-60.303. An Index of those materials as described in

§ 105-60.302

§ 105-60.304 is available at GSA's Central Office in Washington, DC. Reasonable copying services are provided at the fees specified in § 105-60.305.

§ 105-60.302 Available materials.

GSA materials available under this subpart 105-60.3 are as follows:

(a) Final opinions, including concurring and dissenting opinions and orders, made in the adjudication of cases.

(b) Those statements of policy and interpretations that have been adopted by GSA and are not published in the FEDERAL REGISTER.

(c) Administrative staff manuals and instructions to staff affecting a member of the public unless these materials are promptly published and copies offered for sale.

§ 105-60.303 Rules for public inspection and copying.

(a) *Locations.* Selected areas containing the materials available for public inspection and copying, described in § 105-60.302, are located in the following places:

CENTRAL OFFICE (GSA HEADQUARTERS)

General Services Administration, Washington, DC, Telephone: 202-501-2262 or 202-501-1659, FAX: 202-501-2727, 1800 F Street, NW, (CAD), Washington, DC 20405

OFFICE OF THE INSPECTOR GENERAL

FOIA Officer, Office of Inspector General (J), General Services Administration, 1800 F Street NW., Room 5324, Washington, DC 20405

NEW ENGLAND REGION

General Services Administration (IAB) (Comprised of the States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont), Thomas P. O'Neill, Jr., Federal Building, 10 Causeway Street, Boston, MA 02222, Telephone: 617-565-8100, FAX: 617-565-8101

NORTHEAST AND CARIBBEAN REGION

(Comprised of the States of New Jersey, New York, the Commonwealth of Puerto Rico, and the Virgin Islands), General Services Administration (2AR), 26 Federal Plaza, New York, NY 10278, Telephone: 212-264-1234, FAX: 212-264-2760.

MID-ATLANTIC REGION

(Comprised of the States of Delaware, Maryland, Pennsylvania, Virginia, and West Virginia, excluding the Washington, DC

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metropolitan area), General Services Administration (3ADS), 100 Penn Square East, Philadelphia, PA 19107, Telephone: 215-656-5530, FAX: 215-656-5590

SOUTHEAST SUNBELT REGION

(Comprised of the States of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee), General Services Administration (4E), 401 West Peachtree Street, Atlanta, GA, 30365, Telephone: 404-331-5103, FAX: 404-331-1813

GREAT LAKES REGION

(Comprised of the States of Illinois, Indiana, Ohio, Minnesota, Michigan, and Wisconsin), General Services Administration (5ADB), 230 South Dearborn Street, Chicago, IL 60604, Telephone: 312-353-5383, FAX: 312-886-9893

HEARTLAND REGION

(Comprised of the States of Iowa, Kansas, Missouri, and Nebraska), General Services Administration (6ADB), 1500 East Bannister Road, Kansas City, MO 64131, Telephone: 816-926-7203, FAX: 816-823-1167

GREATER SOUTHWEST REGION

(Comprised of the States of Arkansas, Louisiana, New Mexico, Texas, and Oklahoma), General Services Administration (7CPA), 819 Taylor Street, Fort Worth, TX 76102, Telephone: 817-978-3902, FAX: 817-978-4867

ROCKY MOUNTAIN REGION

(Comprised of the States of Colorado, North Dakota, South Dakota, Montana, Utah, and Wyoming), Business Service Center, General Services Administration (8PB-B), Building 41, Denver Federal Center, Denver, CO 80225, Telephone: 303-236-7408, FAX: 303-236-7403

PACIFIC RIM REGION

(Comprised of the States of Hawaii, California, Nevada, Arizona, Guam, and Trust Territory of the Pacific), Business Service Center, General Services Administration (9ADB), 525 Market Street, San Francisco, CA 94105, Telephone: 415-522-2715, FAX: 415-522-2705

NORTHWEST/ARCTIC REGION

(Comprised of the States of Alaska, Idaho, Oregon, and Washington), General Services Administration (10L), GSA Center, 15th and C Streets, SW, Auburn, WA 98002, Telephone: 206-931-7007, FAX: 206-931-7195

NATIONAL CAPITAL REGION

(Comprised of the District of Columbia and the surrounding metropolitan area), General Services Administration (WPFA-L), 7th and D Streets SW., Washington, DC