
 CHAPTER 4. MISCELLANEOUS RESPONSIBILITIES

4-1 (Reserved)

4-2 Information and Guidance in Freedom of Information Matters

- a. If questions arise as to any aspect of a Freedom of Information request, contact the Director of the Executive Secretariat.
- b. If questions arise concerning legal issues or advice, contact Assistant General Counsel for Personnel and Ethics Law at Headquarters or Counsel in the regions or field offices, respectively.
- c. All denials require review and concurrence by the Assistant General Counsel for Personnel and Ethics Law at Headquarters or Counsel in the regions or field offices, respectively.
- d. The agency, not the requestor, has the right to choose the format of disclosure, so long as the agency chooses reasonably under the circumstances presented.
- e. Agencies are not required to 1) create records in order to respond to FOIA requests; 2) restructure records for release; 3) answer questions disguised as FOIA requests; nor 4) create explanatory material in response to FOIA requests.

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 1327.1 REV-1

 1327.1 REV-1

4-3 Release of Audit and Investigative Reports

HUD HANDBOOK 2000.3 REV-4 outlines the procedure to be followed for the release of audit and investigative reports. Under the Handbook, the release of investigative reports is the sole responsibility of the Office of the Inspector General (OIG). Audit reports may be released by the action addressees of the report or the Inspector General or his designee. Contract cost audits and pricing proposal evaluations contain proprietary information which is exempt from disclosure. Requests for these reports must be addressed to the OIG for special handling. All misdirected inquiries received by other Headquarters' offices about audit or investigative

reports or inquiries about Office of the Inspector General activities shall be promptly forwarded to the Headquarters Office of the Inspector General; and in the field to Regional Inspectors General, as appropriate.

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