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Director (Direktot)
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**DEPARTMENT OF
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LOURDES A. LEON GUERRERO
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**DEPARTMENT OF ADMINISTRATION
SUNSHINE ACT or FREEDOM OF INFORMATION GUIDELINES**

Department of Administration hereby adopt these Sunshine Act or Freedom of Information Act (FOIA) Guidelines for use by the Department of Administration (DOA) pursuant to 5 G.C.A. §10106.

1. Any person making a Sunshine Act or FOIA request to inspect or obtain copies of records or documents from any DOA divisions may make the request to:

Physical Address:

Director
Guam Department of Administration
590 S. Marine Corps Drive
GITC Building, 2nd Floor
Tamuning, Guam 96913

Mailing Address

Director
Guam Department of Administration
P.O. Box 884
Hagatna, Guam 96932

Email: edward.birn@doa.guam.gov

2. The limitations on the right to inspect or obtain copies of public records or documents in the possession of the DOA are those limitations indicated in the Sunshine Reform Act of 1999 in Chapter 10 of Title 5 Guam Code Annotated (see e.g., 5 G.C.A. §10104 and §10108), and ***other limitations that are provided by law including but are not limited to personnel, medical or similar files; examination test scores and data; pending litigations; and sealed bids.***
3. As per §20110 of Chapter 20 of Title 5 G.C.A., there will be charges for copies per page in accordance to the DOA fee schedule.
4. As per §20608 of Chapter 20 of Title 5 G.C.A., there exists a General Records Schedule (Authorization for Retention and Disposition) which will determine available period for retrieval of retained records and these records which have been disposed per the statute.
5. These guidelines will remain in effect until further notice.

EDWARD M. BIRN
Director

Date: 3/2/22