



EDWARD M. BIRN
Director (Direktot)
BERNADINE C. GINES
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENDRIO
Lt. Governor (Sigundo Maga'låhi)

December 5, 2022

**DEPARTMENT OF ADMINISTRATION
SUNSHINE ACT or FREEDOM OF INFORMATION GUIDELINES (Update)**

Department of Administration hereby adopts these Sunshine Act or Freedom of Information Act (FOIA) Guidelines for use when submitting FOIA request to the Department of Administration (DOA) pursuant to 5 G.C.A. §10106. These guidelines will remain in effect until further notice.

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:

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

Mailing Address

FOIA Request
Guam Department of Administration
P.O. Box 7420
Tamuning, Guam 96931

Email: foia@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 not limited to personnel, medical or similar files; examination test scores and data; pending litigation; and sealed bids.*
3. As per §10105(a) & §10105(b) of Chapter 10 of Title 5 G.C.A., all personnel in receipt of a FOIA request must immediately notify the Director or his designee of the request and begin the process of fulfilling the request.
4. As per §20110 of Chapter 20 of Title 5 G.C.A., there will be charges for paper copies per page in accordance to the DOA fee schedule (see attached).
5. 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.

 Edward M Birn
Date:2022-12-05
T08:36:09+10:00

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DEPARTMENT OF ADMINISTRATION FEE SCHEDULE

Pursuant to 5 G.C.A. §20110, the Director of Administration, notwithstanding any other provision of law, is authorized and directed to collect the following fees for the furnishing of certified, authenticated, or photocopied copies of records, documents, receipts, or other papers:

Copy of filed income tax return, without attachments	\$5.00
Copy of attachments to filed income tax returns	\$1.00
Copy of W-2 withholding tax statement	\$1.00
Copy of pay-in voucher or treasurer's receipt	\$1.00
Copy of business or professional license	\$1.00
Copy of fishweir license	\$1.00
Copy of certificate of registration of articles of incorporation, domestic or foreign corporation	\$1.00
Copy of articles of incorporation	\$10.00
Copy of any other record, document, receipt, or other paper, per page	\$1.00
Certification or authentication of any record, document, receipt, or other paper, in addition to copy charge	\$0.50