

## 29 C.F.R. § 2201.5

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### Procedure for requesting records.

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- (a) *General information.* All requests for information must be made in writing to the FOIA Disclosure Officer and may be: Mailed or delivered; faxed; or emailed. Requests may also be made using the Commission's online FOIA request form (which is a downloadable PDF file found at [http://www.oshrc.gov/foia/foia\\_request\\_form.html](http://www.oshrc.gov/foia/foia_request_form.html)) and the completed form can be submitted by mail, fax, or email. Contact information for the FOIA Disclosure Officer is described in § 2201.3(d). For mailed or delivered requests, the words “Freedom of Information Act Request” must be printed on the face of the request's envelope or covering as well as the request itself.
- (b) A requester who is making a request for records about himself or herself must comply with verification of identity requirements as required by 29 CFR 2400.4 in OSHRC's Privacy Act regulations.

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