

**October 20, 2014**

**From:** The Office of Small Disadvantaged Business Utilization (OSDBU)

**Subject:** Update on requirements for VA to release Verification Information in Response to FOIA requests

To follow up the email you received on 27 February, 2014, this is an update on the results of our discussions with VA Office of General Counsel and the VA FOIA Office regarding the release of information in response to requests made in accordance with the Freedom of Information Act.

In summary, any information maintained by VA as a Federal agency may be requested by any person pursuant to the Freedom of Information Act (FOIA). However, just because information is requested under FOIA does not necessarily mean it is releasable under FOIA. So, while the information outlined below contained in VA records would generally be releasable, any privileged or confidential commercial or financial information regarding an applicant business may be subject to withholding on a case-by-case basis. Additionally, any information in which an individual has a personal privacy interest, such as names, home addresses, and home telephone numbers is also subject to withholding.

Finally, we reassure you every FOIA request is carefully scrutinized and fully coordinated with VA FOIA authorities and the Office of General Counsel to ensure full compliance with statutory guidance prior to release.

**Documents generally releasable in response to FOIA Request.**

NOTE: The following information will always be redacted from any of the below documents: Veteran's name, Veteran's dependent's names, Veteran's home address, Veteran's Social Security Number or VA File number, and Veteran's percentage of disability (38 U.S.C. 5701).

**Firms not found eligible for Veterans First Program:** The following information will be released:

Business name, DUNS number, address, business email addresses that do not identify an individual, Veteran-owned small business (VOSB), service-disabled Veteran-owned small business (SDVOSB) status, bonding level and number of employees.

**Firms found eligible for Veterans First Program:** The following information will be released:

#### General Information

Licenses: All state or local government-issued licenses, permits and/or accreditations already publicly available.

Resumes: All professional information.

#### Financial Information

Signature Cards: Names of financial institutions (Banks/Credit Unions/etc.) only.

Contracts: Copies of last five contracts (Cover page and Signature Page only): release all but signatures. [5 U.S.C. 552 (b)(6)]

#### Management Information

Management Agreements: Release all but financial information. [5 U.S.C. 552 (b)(4)]

#### Legal Structure

Formation: Official Certificates of Formation already publicly available

#### Other Documents

Joint Venture Agreement: Copy of Joint Venture Agreement, if any.

Mentor-Protégé Agreement: Mentor-Protégé Agreements, (already publicly available).