



# FOREIGN AFFAIRS MANUAL

## VOLUME 5 – Information Management

Transmittal Letter: IM-51

Date: June 9, 2004

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### 5 FAM 470

## ACCESS TO AND USE OF INFORMATION CHANGES

1. Subchapter 5 FAM 473 Requests from the General Accounting Office has been rewritten.
2. Revisions since the last update appear in bold italics. The bold italics will be removed the next time the material is updated. Only current changes will appear in bold italics. Bold italics provide a historical record of changes.
3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

### FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy old 5 FAM 470 (TL:IM-19, 10-30-1995, 7 pages total) and replace it with the revised 5 FAM 470 (6 pages total).
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL checklist, then fill in the entry line for TL:IM-51, and initial.

### DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform A/RPS/MMS/PB and your message center if you need to have your

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3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 5 FAM Volume Coordinator, at 202-261-8250.

**(IRM/APR/RG)**