

Agenda

Introduction

Purpose

Provisions of Executive Order 13392

Pending FOIA/Privacy Team changes

Roundtable discussion of submitted suggestions

New suggestions and discussion

A/1

Purpose

To discuss the requirements of Executive Order 13392

To obtain suggestions and generate discussion on ways to speed up the processing of FOIA cases and thereby reduce the FOIA backlog.

Executive Order 13392
Improving Agency Disclosure of Information
December 14, 2005

- Provide Citizen-Centered FOIA Services - Results driven
- Designate an agency Chief FOIA Officer at Assistant Secretary Level
Chairman Diaz designated Jackie Silber
- Establish FOIA Requester Service Center - FOIA/Privacy Team is the Center
- Designate FOIA Public Liaisons - Russ Nichols and Brenda Shelton
- Study FOIA Operations for Compliance with EO 13392

- Develop Plan to Reduce or Eliminate FOIA Case Backlog
- Report Progress in FY 06 and FY 07 End-of-Year FOIA Reports
Pending FOIA/Privacy Team Changes
- Hire new FOIA Specialist FTE in late FY06
- Use \$100K to contract experienced FOIA Specialist - late '06 into '07
- Train Becky Menefee to do FOIA processing
- Use new Senior Program Analyst to process FOIA cases
- Offer rotational assignments, as needed
- Leverage technology - scanning documents, on-screen redactions, e-responses

Suggestions For Improvement

- Make FOIA tracking database accessible to Offices/Regions to track status of their requirements
- At office/region, scan all totally releasable documents into ADAMS and provide accession number on appendix, rather than copying documents and sending them to the FOIA specialist.
- For referrals, when found at office/region, scan documents into ADAMS as non-public. Send list of accession numbers to other offices/regions, rather than copying and sending documents.
- FPT use copy center for copying cases, rather than depending on contract secretary.

- Use on-screen redaction software - make electronic copies for requesters either on CD or disk.

Suggestions For Improvement (Continued)

- Acknowledge requests received via e-mail with an e-mail rather than paper letter.
- Provide electronic responses via e-mail, disk, CD-ROM