

**Council on Environmental Quality
Executive order 13392 Updated Status Report**

1. Identify the FOIA Improvement Plan area to which your deficient milestone relates.

- 1) FOIA regulations revision
- 2) CEQ Handbook and Training

2. Identify the deficient milestone (including the original target date listed in the agency's FOIA Improvement Plan).

- 1) Submit draft FOIA regulations to the *Federal Register* in December of 2006
- 2) Develop a handbook on FOIA and records management for training CEQ staff by March 2006.

3. Describe the specific steps you have taken to date to correct the deficiency, including the dates by which you completed these steps (this should include every corrective step listed in your FY07 Annual FOIA Report that you have since completed).

- 1) As noted in CEQ's Annual FOIA Report for Fiscal Year 2007, CEQ's inability to revise its FOIA regulations derives in large part from the loss of key Office of General Counsel staff. In July 2006, the paralegal specialist who managed CEQ's FOIA Service Center retired from Federal service. After several false starts, the position was filled successfully in December 2007. Also in December 2007, CEQ's long-time General Counsel retired and, although she was succeeded immediately by her deputy, the position of Deputy General Counsel was not filled until June 2008. The Office of General Counsel is now fully staffed and attention can be directed toward revising CEQ's FOIA regulations.
- 2) As noted in CEQ's Annual FOIA Report for Fiscal Year 2007, completion of revised FOIA regulation is a necessary precondition for developing a CEQ handbook on FOIA.

4. Describe any additional steps that you will be taking in the future to correct the deficiency, including the dates by which you will complete these steps (this should include every corrective step listed in your FY07 Annual FOIA Report that you have not completed).

- Review other agency regulations (September 2008).
- Coordinate with the Department of Justice Office of Information and Privacy and the Office of Management and Budget regarding the implement of regulatory revisions (September 2008).

- Submit draft FOIA regulations for interagency review (December 2008).
- Submit draft FOIA regulations to the Federal Register (March 2009).
- Publish final FOIA regulations (June 2009).
- Review similar handbooks from other agencies and identify models for replication (June 2009).
- Draft text and circulate for review, coordinating with EOP's Office of Records Management and others as needed (July 2009).
- Publish electronically and make available to all staff (July 2009).
- Train CEQ staff (January 2009, quarterly thereafter).