



*America's Partner for Equal Justice*

**FY 2006 Annual Freedom of Information Act Report  
of the Legal Services Corporation  
&  
Report on Implementation of Executive Order 13,392**

The Legal Services Corporation (“LSC” or “Corporation”) was established as a private, non-membership, non-profit corporation by the Legal Services Corporation Act, Pub. L. 93-355 (1974), as amended, 42 U.S.C. §2996 *et seq.* Section 2996(g) of Title 42 provides that the Corporation is subject to the requirements of the Freedom of Information Act (“FOIA”), 5 U.S.C. §552. This report is submitted pursuant to FOIA and relates to the Corporation’s FOIA activities for the period from October 1, 2005 through September 30, 2006. See 5 U.S.C. §552 as amended. This report conforms to the “content outline” format set out in the Summer 1997 “Guidelines for Agency Preparation and Submission of Annual FOIA reports,” published by the Office of Information and Privacy of the U.S. Department of Justice.



## I. Basic Information

- A. Following are the persons available to discuss this report:

**Patricia D. Batie**

Manager of Board Operations & FOIA Officer  
Office of Legal Affairs  
Legal Services Corporation  
3333 K Street, N.W.  
Washington, DC 20007-3522  
Telephone: (202) 295-1500

or

**Victor M. Fortuno**

Vice President for Legal Affairs and Chief FOIA Officer

- B. This report may be found in LSC's **Freedom of Information Act** section of the Legal Services Corporation's web site at <http://www.lsc.gov/foia2/reports.php>, and directly at <http://www.lsc.gov/foia2/pdfs/epr/foia2006.pdf>.
- C. A copy of this report may be obtained in paper form by submitting a written request for "LSC's FY 2006 Annual FOIA Report" to:

**Patricia D. Batie**

Manager of Board Operations & FOIA Officer  
Office of Legal Affairs  
Legal Services Corporation  
3333 K Street, N.W.  
Washington, DC 20007-3522

## II. How to File a FOIA Request

LSC's FOIA Handbook provides a brief overview of the history and purpose of FOIA, and explains how to submit a FOIA request for LSC records. The handbook may be found at <http://www.lsc.gov/foia2/handbook.php>.

- A. Following are the LSC officials who receive FOIA requests.

**Patricia D. Batic**

Manager of Board Operations & FOIA Officer

Office of Legal Affairs

Legal Services Corporation

3333 K Street, N.W.

Washington, DC 20007-3522

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- B. The response time for FOIA requests ranged from zero to 279 days.
- C. Certain requests were denied in whole or in part because the material requested was either statutorily exempt from disclosure or the records requested were not in the possession of the Legal Services Corporation.

### III. Definitions of Basic Terms and Acronyms

- A. Agency-specific acronyms or other terms:
  - 1. ***LSC or Corporation*** -- as noted above, refers to the Legal Services Corporation.
- B. Basic terms, expressed in common terminology
  - 1. ***FOIA request*** -- Freedom of Information Act/Privacy Act request. A FOIA request is generally a request for access to records concerning a third party, an organization, or a particular topic of interest, including Privacy Act requests.
  - 2. ***Initial request*** -- a request to a federal agency for access to records under the Freedom of Information Act.
  - 3. ***Appeal*** -- a request to a federal agency asking that it review at a higher administrative level a full denial or partial denial of access to records under the Freedom of

Information Act, or any other FOIA determination such as a matter pertaining to fees.

4. ***Processed Request or Appeal*** -- a request or appeal for which an agency has taken a final action on the request or appeal in all respects.
5. ***Multi-track Processing*** -- a system in which simple requests requiring relatively minimal review are placed in one track for processing while more voluminous and/or complex requests are placed in one or more other tracks. Requests in each track are processed on a first-in/first-out basis (Note a requester who has an urgent need for records may request expedited processing (see below)).
6. ***Expedited processing*** -- an agency will process a FOIA request on an expedited basis when a requester has shown an exceptional need or urgency for the records that warrant prioritization of his or her request over other requests that were made earlier.
7. ***Simple request*** -- a FOIA request that an agency using multi-track processing places in its fastest (non-expedited) track based on the volume and/or simplicity of the records requested.
8. ***Complex request*** -- a FOIA request that an agency using multi-track processing places in a slower track based on the volume and/or complexity of the records requested.
9. ***Grant*** -- an agency decision to disclose all records in full in response to a FOIA request.
10. ***Partial grant*** -- an agency decision to disclose a record in part in response to a FOIA request, deleting information determined to be exempt under one or more FOIA exemptions; or a decision to disclose some records in their entirety, but to withhold others in whole or in part.

11. ***Denial*** -- an agency decision not to release any part of a record or records in response to a FOIA request because all of the information in the requested records is determined by the agency to be exempt under one or more FOIA exemptions, or for some procedural reason, such as when no record is located in response to a FOIA request.
12. ***Time limits*** -- the time period in the Freedom of Information Act for an agency to respond to a FOIA request (ordinarily 20 days from receipt of a “perfected” FOIA request.).
13. ***Perfected request*** -- a FOIA request for records which adequately describes the records sought, which has been received by the FOIA office of the agency or agency component in possession of the records, and for which there is no remaining question about the payment of applicable fees.
14. ***Exemption 3 statute*** -- a separate federal statute prohibiting the disclosure of a certain type of information and authorizing its withholding under FOIA subsection (b)(3).
15. ***Median number*** -- the middle number of a series of numbers.
16. ***Average number*** -- the number obtained by dividing the sum of a series of numbers by the quantity of numbers in the group.
17. ***Day*** -- refers to calendar days, including weekends and holidays.
18. ***EO*** -- refers to Executive Order 13,392 entitled “Improving Agency Disclosure of Information.”
19. ***FY*** -- refers to “Fiscal Year.”

20. *Plan* -- refers to the FOIA Improvement Plan submitted by the Legal Services Corporation pursuant to EO 13,392.

#### IV. Exemption 3 Statutes

- A. LSC has not relied on Exemption 3 during the course of the current fiscal year.

#### V. Initial FOIA/PA Access Requests

- A. Numbers of Initial Requests:

1. Number of requests pending as of preceding fiscal year end: 79
2. Number of requests received during current fiscal year: 35
3. Number of requests processed during current fiscal year: 21
4. Number of requests pending as of current fiscal year end: 93

- B. Disposition of Initial Requests:

1. Number of total grants: 5
2. Number of partial grants: 0
3. Number of denials: 0
  - a. Number of times each FOIA exemption was used:
    - (1) Exemption 1: 0
    - (2) Exemption 2: 0
    - (3) Exemption 3: 0

(4) Exemption 4:	0
(5) Exemption 5:	0
(6) Exemption 6:	0
(7) Exemption 7(A):	0
(8) Exemption 7(B):	0
(9) Exemption 7(C):	0
(10) Exemption 7(D):	0
(11) Exemption 7(E):	0
(12) Exemption 7(F):	0
(13) Exemption 8:	0
(14) Exemption 9:	0

**4. Other reasons for nondisclosure: 16**

<b>a.</b> No records:	12
<b>b.</b> Referrals:	0
<b>c.</b> Request withdrawn:	1
<b>d.</b> Fee-related reason:	0
<b>e.</b> Records not reasonably described:	0
<b>f.</b> Not a proper FOIA request for some other reason:	1
<b>g.</b> Not an agency record:	0
<b>h.</b> Duplicate request:	0
<b>i.</b> Other:	2

- The two requests in this category were closed due to LSC's inability to proceed. In one instance the submitter relocated and did not provide a forwarding address. In the second instance, the submitter did not respond to LSC's attempt to obtain additional information.

**VI. Appeals of Initial Denials of FOIA/PA Requests**

<b>A.</b> Number of Appeals:	
<b>1.</b> Number of appeals received:	0
<b>2.</b> Number of appeals processed:	0

**B. Disposition of Appeals**

1. Number completely upheld: 0
2. Number partially reversed: 0
3. Number completely reversed: 0
  - a. Number of times each FOIA exemption was used:
    - (1) Exemption 1: 0
    - (2) Exemption 2: 0
    - (3) Exemption 3: 0
    - (4) Exemption 4: 0
    - (5) Exemption 5: 0
    - (6) Exemption 6: 0
    - (7) Exemption 7(A): 0
    - (8) Exemption 7(B): 0
    - (9) Exemption 7(C): 0
    - (10) Exemption 7(D): 0
    - (11) Exemption 7(E): 0
    - (12) Exemption 7(F): 0
    - (13) Exemption 8: 0
    - (14) Exemption 9: 0
4. Other reasons for nondisclosure: 0
  - a. No records: 0
  - b. Referrals: 0
  - c. Request withdrawn: 0
  - d. Fee-related reason: 0
  - e. Records not reasonably described: 0
  - f. Not a proper FOIA request for some other reason: 0
  - g. Not an agency record: 0
  - h. Duplicate request: 0
  - i. Other: 0



## VII. Compliance with Time Limits/Status of Pending Requests

- A. Median processing time for requests processed during the current fiscal year:
  - 1. Simple requests:
    - a. number of requests processed: 16
    - b. median number of days to process: 162
  - 2. Complex requests
    - a. number of requests processed: 5
    - b. median number of days to process: 143
  - 3. Requests accorded expedited processing
    - a. number of requests processed: 2
    - b. median number of days to process: 12
- B. Status of Pending Requests
  - 1. Number of requests pending as of current fiscal year end: 93
  - 2. Median number of days that such requests were pending as of that date:
    - ❖ 295 days.

## VIII. Comparison with Previous Fiscal Year

- A. Comparison of number of requests received:
  - ❖ 55 in FY05 vs. 35 in FY06, a 36% decrease.
- B. Comparison of number of requests processed:

❖ 28 in FY05 vs. 21 in FY06, a 25% decrease.

C. Comparison of median number of days requests were pending as of the end of the fiscal year:

❖ 223 days in FY05 vs. 295 days in FY06, a 24% increase.

D. Other statistics significant to agency:

❖ The two (2) requests received for expedited treatment were granted.

## **IX. Costs/FOIA Staffing**

A. Staffing levels

1. Number of full-time FOIA personnel: 0
2. Number of personnel with part-time or occasional FOIA duties: 0.05 work-years
3. Total number of personnel: 0.05 work-years

B. Total costs

1. FOIA processing (including appeals): \$8,750
2. Litigation-related activities (estimated): \$0
3. Total costs: \$8,750

## **X. Fees**

A. Total amount of fees collected by agency for processing requests: \$0.00

B. Percentage of total costs: 0%

## **XI. FOIA Regulations (Including Fee Schedule)**

LSC's FOIA Regulation and Fee Schedule may be found at the following links.

- FOIA Regulation [45 C.F.R. Part 1602]:  
[http://www.lsc.gov/laws/pdfs/regulations/2005/1602cfr\(2005\).pdf](http://www.lsc.gov/laws/pdfs/regulations/2005/1602cfr(2005).pdf)
- FOIA Fee Schedule (See Section 1602.13 Fees)  
[http://www.lsc.gov/laws/pdfs/regulations/2005/1602cfr\(2005\).pdf](http://www.lsc.gov/laws/pdfs/regulations/2005/1602cfr(2005).pdf)

### **Report on Implementation of Executive Order 13,392 During Fiscal Year 2006**

The Legal Services Corporation is not a department, agency or instrumentality of the Federal government and, therefore, is not subject to Executive Order 13,392 ("EO"). Corporation management made a decision to comply with the EO on a voluntary basis near the conclusion of fiscal year 2006 ("FY 2006"). A tentative FOIA Improvement Plan ("Plan") was submitted by LSC to the Office of Management and Budget on September 29, 2006. LSC's Board of Directors approved the Plan on October 28, 2006. The Plan submitted by LSC, consequently, contains milestones for FY 2007 and beyond.

#### **A. Description of Supplementation/Modification of Agency Improvement Plan**

LSC expects to adjust some of its time targets once the Office of Legal Affairs ("OLA") receives authorization to purchase the FOIA software it has identified and upon the filling of a vacant OLA position.

## **B. Report on Agency Implementation of the Plan**

As indicated above, LSC's Plan was approved after the conclusion of FY 2006 and was not implemented during that period.

## **C. Identification and Discussion of any Deficiency in Meeting Plan Milestones**

LSC's Plan did not contain milestones for the reporting period.

## **D. Concise Descriptions of FOIA Exemptions**

The nine exemptions to the FOIA authorize organizations subject to FOIA to withhold information in the following categories. Specifically, information may be withheld under FOIA if is:

1. classified national defense and foreign relations information;
2. internal agency rules and practices;
3. information that is prohibited from disclosure by another federal law;
4. trade secrets and other confidential business information;
5. inter-agency or intra-agency communications that are protected by legal privileges;
6. information involving matters of personal privacy;
7. records or information compiled for law enforcement purposes, to the extent that the production of those records (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions, or (F) could reasonably be expected to endanger the life or physical safety of any individual;

8. information relating to the supervision of financial institutions; and
9. geological information on wells.

**E. Additional Statistics**

LSC has no additional statistics to report for FY 2006. The Corporation issued 14 FOIA responses in the first quarter of FY 2007 and expects to issue at least 20 additional responses during the second quarter of the fiscal year.

**F. LSC's FOIA Improvement Plan**

The *FOIA Improvement Plan of the Legal Services Corporation* approved by the LSC Board of Directors on October 28, 2006 follows.



## **LEGAL SERVICES CORPORATION**

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FOIA Report and Plan

Under

Executive Order 13,392

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September 29, 2006

*(As adopted by the LSC Board of Directors on October 28, 2006)*

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# LEGAL SERVICES CORPORATION

## FOIA REPORT AND PLAN UNDER EXECUTIVE ORDER 13,392

### I. NATURE OF THE LEGAL SERVICES CORPORATION'S FOIA OPERATION

The Legal Services Corporation (“LSC” or “Corporation”) was established as a private, non-membership, non-profit corporation by the Legal Services Corporation Act, Pub. L. 93-355 (1974), as amended, 42 U.S.C. §2996 *et seq.* Section 2996(g) provides that the Corporation is subject to the requirements of the Freedom of Information Act (“FOIA”), 5 U.S.C. §552. This Report/Plan (“Plan”) is submitted pursuant to Executive Order (“EO”) 13,392.<sup>1/</sup>

The Legal Services Corporation (LSC or Corporation) is a private, non-profit, corporation established by Congress in 1974 to seek to ensure equal access to justice for all Americans by providing civil legal assistance to those who otherwise would be unable to afford it and is funded through congressional appropriations.

The Corporation is located in Washington, D.C. The office/component of the Corporation primarily responsible for processing FOIA requests is the Office of Legal Affairs (“OLA”), which employs one individual (“FOIA Officer”) who is responsible for processing over 95% of the FOIA requests received by the Corporation. The Corporation’s Office of Inspector General (“OIG”) also has one employee designated to process FOIA requests for records in the exclusive possession of the OIG.

The Corporation’s FOIA Officer also has additional responsibilities within OLA. An attorney on the OLA staff is responsible for processing FOIA appeals.

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<sup>1</sup> The Legal Services Corporation is not a department, agency or instrumentality of the Federal government and is, therefore, not subject to the Executive Order. The Corporation is complying with EO 13,392 on a voluntary basis.



The following chart reflects the number of requests received and processed during fiscal years 2003, 2004 and 2005.

<b>Data Description</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
No. of FOIA Requests Received	64	55	55
No. of FOIA Requests Processed	37	25	38
No. of FOIA Requests Pending at Year End	32	62	79

## **II. AREAS SELECTED FOR REVIEW**

The Corporation selected the following areas of its FOIA operation for review.

- a. Allocation of resources;
- b. Requester relations/communications;
- c. Backlog reduction/elimination;
- d. Use of information technology;
- e. Reading Room materials;
- f. Information dissemination via the Internet;
- g. FOIA Handbook and internal guidelines; and
- h. FOIA Staff Training.

## **III. NARRATIVE STATEMENT SUMMARIZING THE RESULTS OF THE REVIEW**

**A. Allocation of Resources:** The Corporation's competing priorities for human and financial resources have hampered the allocation of additional resources to the FOIA function. A reprioritization has occurred enabling the Corporation to begin the process of hiring an Executive Assistant ("EA") to the General Counsel ("GC"). The retention of an EA will relieve LSC's Chief FOIA Officer of certain unrelated administrative responsibilities and enable him to become more fully and directly engaged in the FOIA operation. The EA will also assume many of the administrative responsibilities discharged by the FOIA Officer, allowing the FOIA Officer to devote more time to FOIA processing. In addition, OLA expects to hire a Legal Assistant

(LA) who is expected to devote at least 50% of his time on FOIA administration.

**B. Requester Relations/Communications:** FOIA requesters and individuals with questions regarding the FOIA process may contact the FOIA Officer by telephone,<sup>2/</sup> regular mail, tele-facsimile, e-mail or via the Internet.

In addition, the Corporation will soon put in service the telephonic FOIA Requesters Service Center (“Center”) called for by the EO. Requesters and members of the public with general questions regarding the FOIA process will be able to access the Center by calling the following toll-free number: 1-877-438-3642 or 1-877-GET-FOIA. The Center will be manned by the LA on a part-time basis. Callers will be required to leave messages when the Center is not manned. Responses to the messages will be provided within two business days.

For tracking purposes and to facilitate communications regarding a FOIA request, each request is assigned a unique identifying number.

**C. Backlog Reduction/Elimination:** LSC’s FOIA backlog increased by approximately 50% at the end of fiscal year 2004 from the prior fiscal year end, and by approximately 22% at the end of fiscal year 2005. The Corporation expects the allocation of additional resources to its FOIA operation to reverse this trend and to reduce and ultimately eliminate the backlog of requests.

**D. Automated Tracking of Requests:** The FOIA tracking system currently used by LSC is not sufficiently comprehensive in terms of the data collected, is labor-intensive in terms of maintenance, and is not particularly user friendly.

**E. Use of Information Technology:** LSC currently tracks incoming FOIA requests and all aspects of request processing in an Access database. The FOIA Officer has expanded the database so that it captures more of the reporting information required in annual FOIA

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<sup>2</sup> The FOIA Officer’s telephone number is posted to LSC’s website.

reports. While the database is more comprehensive and functional than it had been, it is still lacking certain features that would, if available, enhance and expedite FOIA processing. The Corporation recognizes the inefficiencies in this approach and has decided to explore the purchase of software designed specifically for the processing of FOIA requests.

FOIA processing software has been identified and the FOIA Officer has been authorized to work with the Corporation's information technology personnel to determine whether the software is compatible with the Corporation's Information management system and if not, to attempt to identify and obtain other software that is. Training on use of any software selected will likely be required for OLA staff with FOIA administration responsibilities.

**F. Reading Room Materials:** The Corporation maintains both physical and electronic reading rooms. The physical Reading Room is located in the Corporation's library. The library contains copies of publicly available records. In addition, the library contains a computer through which members of the public may access the Corporation's FOIA Electronic Public Reading Room ("Reading Room") at [http://www.lsc.gov/foia2/foia\\_eprp.php](http://www.lsc.gov/foia2/foia_eprp.php) . The last assessment of the contents of the Reading Room located in the library and the documents posted to LSC's website occurred in January 2006. The Corporation will routinize this review, conducting it biannually.

**G. Information Dissemination via the Internet:** LSC has taken steps to enhance its ability to communicate with and provide information to FOIA requesters and members of the public through the Internet. The Corporation currently has two active e-mail addresses [[www.FOIA@lsc.gov](mailto:www.FOIA@lsc.gov) and [www.INFO@lsc.gov](mailto:www.INFO@lsc.gov)] through which members of the public may make FOIA-related requests and inquiries. Pending activation are two additional e-mail addresses ([www.CHECK\\_FOIA\\_STATUS@lsc.gov](mailto:www.CHECK_FOIA_STATUS@lsc.gov) and [www.FOIA\\_RESPONSE@lsc.gov](mailto:www.FOIA_RESPONSE@lsc.gov)), established specifically to enhance and expedite communications between FOIA requesters and LSC's FOIA personnel. The latter two addresses are features associated with LSC's FOIA Requesters Service Center.

**H. FOIA Handbook and Internal Guidelines:** LSC's FOIA Handbook is also being revised to incorporate information regarding the requirements of EO 13,392, as well as to provide additional guidance regarding the FOIA process to requesters and the general public. The internal FOIA processing guidelines available to staff are also being updated.

**I. FOIA Staff Training:** The training of FOIA staff will be a priority. The FOIA staff will receive training provided by the Department of Justice ("DOJ"), the American Association of Access Professionals ("ASAP"), and USDA Graduate School. The Corporation will ensure that funds are available for this very important training.

#### **IV. AREAS SELECTED FOR IMPROVEMENT IN LSC's PLAN**

The evaluation of the FOIA operation conducted by the Legal Services Corporation resulted in a determination that the following areas warrant improvement.

- a. Allocation of resources;
- b. Requester relations/communications;
- c. Backlog reduction/elimination;
- d. Automated tracking of requests;
- e. Use of information technology;
- f. Reading Room materials;
- g. Information dissemination via the Internet; and
- h. FOIA Staff Training.

#### **V. IMPROVEMENT AREA PLANS**

Following is a plan for each area of LSC's FOIA operation identified as requiring improvement.

**A. Allocation of Resources**

<b>PLAN: Allocation of Resources</b>	
<b>Goal:</b> To assign to LSC's FOIA operation the personnel necessary to process requests expeditiously.	
<b>Target Completion Date: January 31, 2007</b>	
<i>Planned Actions</i>	<i>Milestone Completion Dates</i>
◆ Hire EA to GC	11/30/06
◆ Hire a LA	10/31/06

**B. Requester Relations/Communications**

<b>PLAN: Requester Relations/Communications</b>	
<b>Goal:</b> To provide a customer-friendly mechanism through which FOIA requesters may seek and obtain current, accurate information regarding the status of a request or assistance with the reformulation of a request. Also, to provide a means of assisting prospective requesters.	
<b>Target Completion Date: November 10, 2006</b>	
<i>Planned Actions</i>	<i>Milestone Completion Dates</i>
◆ Put in service the telephonic FOIA Requesters Service Center	11/16/06
◆ Update and issue the revised FOIA Handbook and post it to <a href="http://www.lsc.gov">www.lsc.gov</a>	10/31/06
◆ Issue to staff the revised internal FOIA processing guidelines and post to the LSC Intranet	11/16/06

### C. Backlog Reduction/Elimination

<b>PLAN: Backlog Reduction/Elimination</b>	
<b>Goal:</b> To reduce and ultimately eliminate the FOIA backlog and, to the extent practicable, conclude each fiscal year with the fewest requests in pending status.	
<b>Target Completion Date: September 30, 2007</b>	
<i>Planned Actions</i>	<i>Milestone Completion Dates</i>
◆ Hire EA to GC	12/01/06
◆ Hire a LA	10/16/06
◆ Purchase, install and implement use of the software	01/01/07
◆ Hold meetings with FOIA staff to review progress in reducing the backlog of requests	10/23/06; 10/31/06; 11/06/06; 11/13/06; 11/20/06; 11/27/06 and monthly thereafter

### D. Automated Tracking of Requests

<b>PLAN: Automated Tracking of Requests</b>	
<b>Goal:</b> To make simpler and more efficient the tracking of and reporting on the status of FOIA requests both internally and externally to DOJ.	
<b>Target Completion Date: February 15, 2007</b>	
<i>Planned Actions</i>	<i>Milestone Completion Dates</i>
◆ Purchase and install FOIA processing software	12/15/06
◆ Convert/export data from current FOIA database to software purchased <sup>3/</sup>	01/05/07
◆ Begin generating management reports on the status of pending FOIA requests	01/15/07

<sup>3</sup> The milestone completion dates for this category may be extended if a determination is made that automated converting/exporting data from LSC's current FOIA database to the new software is not possible and that manual entering of the data to the software is required.

## E. Use of Information Technology

<b>PLAN: Use of Information Technology</b>	
<p><b>Goal:</b> To ensure that the Corporation has in place the most efficient FOIA process possible by taking advantage of available information technology that, among other things, expedites the preparation and production of correspondence to requesters that provide initial determinations and transmit responsive documents, and that gives FOIA staff a faster, safer method of redacting exempt information.</p>	
<p><b>Target Completion Date: November 23, 2007</b></p>	
<i>Planned Actions</i>	<i>Milestone Completion Dates</i>
◆ Use new FOIA software to generate FOIA-related correspondence, including internal records search requests if possible	01/15/07
◆ Use new FOIA software to generate internal reports on the status of FOIA requests	01/15/07
◆ Use new FOIA software to generate LSC's annual FOIA report for submission to DOJ	11/15/07

## F. Reading Room Materials

<b>PLAN: Reading Room Materials</b>	
<p><b>Goal:</b> To make more information available to the public in the Reading Room located at LSC as well as electronically in the Reading Room located on LSC's website.</p>	
<p><b>Target Completion Date: May 5, 2007</b></p>	
<i>Planned Actions</i>	<i>Milestone Completion Dates</i>
◆ Review Reading Room Index and update as required after surveying LSC's operating components/offices regarding the accuracy of the current listing	02/28/07
◆ Review with LSC management the policy and procedures related to the disclosure of records pursuant to the FOIA and revise as necessary	01/31/07

**PLAN: Reading Room Materials**

**Goal:** To make more information available to the public in the Reading Room located at LSC as well as electronically in the Reading Room located on LSC's website.

**Target Completion Date: May 5, 2007**

<i>Planned Actions</i>	<i>Milestone Completion Dates</i>
◆ Issue to staff revised policy and procedures related to the disclosure of records pursuant to the FOIA, particularly highlighting the legal requirement to disclose documents falling into the category of records described in subsection (a)(2) of the FOIA	04/30/07
◆ Institute procedure requiring the quarterly review and updating of the Reading Room Index	04/30/07 and quarterly thereafter

**G. Information Dissemination via the Internet**

**PLAN: Information Dissemination via the Internet**

**Goal:** To proactively make more information available to the public in electronic format.

**Target Completion Date: May 5, 2007**

<i>Planned Actions</i>	<i>Milestone Completion Dates</i>
◆ Review Electronic Reading Room Index and update as LSC's operating components/offices regarding the accuracy of the current listing	02/28/07
◆ Work with staff of LSC's Offices of Information Management and Information Technology to ensure that procedures developed are appropriate for the new document management system currently being put in use	04/15/07
◆ Review with corporate management policy and procedures related to the electronic disclosure of records pursuant to the FOIA and revise as necessary	03/15/07



<b>PLAN: Information Dissemination via the Internet</b>	
<b>Goal:</b> To proactively make more information available to the public in electronic format.	
<b>Target Completion Date: May 5, 2007</b>	
<i>Planned Actions</i>	<i>Milestone Completion Dates</i>
◆ Issue to staff revised policy and procedures relating to the electronic disclosure of records pursuant to the FOIA, particularly highlighting the legal requirement to disclose documents falling into the category of records described in subsection (a)(2) of the FOIA	04/30/07

## H. FOIA Staff Training

<b>PLAN: FOIA Staff Training</b>	
<b>Goal:</b> To retain highly qualified FOIA staff that possess the skills and knowledge necessary to process FOIA requests accurately and expediently.	
<b>Target Completion Date: Ongoing</b>	
<i>Planned Actions</i>	<i>Milestone Completion Dates</i>
◆ Provide developmental opportunities for FOIA staff on an ongoing basis	
◆ Allocate sufficient funds for the training of FOIA staff	10/06/06
◆ Provide introductory FOIA training for the EA to the GC, who will assume responsibility for the tracking of FOIA requests	Online course available thru USDA Graduate School
◆ Provide FOIA training for FO and LA through DOJ, ASAP and USDA Graduate School	Ongoing

Questions regarding this Plan or any aspect thereof should be directed to Victor M. Fortuno, at (202) 295-1620 or at [vfortuno@lsc.gov](mailto:vfortuno@lsc.gov).