

OFFICE OF SCIENCE AND TECHNOLOGY POLICY
FREEDOM OF INFORMATION ACT
ANNUAL REPORT
FISCAL YEAR 2006

I. Basic Information Regarding Report

A. Name, title, address, and telephone number of person(s) to be contacted with questions about the report.

Aaron M. Flynn
Associate General Counsel
Office of Science and Technology Policy
Executive Office of the President
725 17th Street, N.W.
Washington, D.C. 20585
(202) 456-6125
(202) 395-1224

B. Electronic address for report on the World Wide Web.

http://ostp.gov/html/_foia.html

C. How to obtain a copy of the report in paper form.

Contact:
Aaron M. Flynn
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Washington, D.C. 20585
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II. How to Make a FOIA Request

For basic information on how to make a FOIA request, visit our website at:

http://ostp.gov/html/_foia.html

A. Names, addresses, and telephone numbers of all individual agency components and offices that receive FOIA requests.

The Office of Science and Technology Policy (OSTP) has no separate components or offices. The contact information listed in Section I should be used for all FOIA requests. Due to uncertainties in mail delivery, submitting requests via fax or the OSTP FOIA website is strongly recommended.

B. Brief description of the agency's response-time ranges.

Upon initial receipt of each FOIA request, OSTP has 20 working days to respond. If the request requires an extension, OSTP will provide written notice explaining the reason for the delay and when a determination will be made. Depending on complexity, OSTP has been able to respond to some requests within the statutory time period. For more information on response times, see Section VII of this report.

C. Brief description of why some requests are not granted.

The most common reasons requests are not granted is that no records responsive to the request are located. When records are located, the primary reasons for not granting a request are that disclosure is protected by the deliberative process privilege or that the request implicates classified national defense and foreign relations information.

III. Definitions of Terms and Acronyms Used in the Report

A. Basic terms, expressed in common terminology.

1. FOIA/PA 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. A Privacy Act request is a request for records concerning oneself; such requests are also treated as FOIA requests. (All requests for access to records, regardless of which law is cited by the requester, are included in this report.)
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 the appeal in all respects.
5. Multi-track processing -- a system in which simple requests requiring relatively minimal review are placed in one processing track and more voluminous and complex requests are placed in one or more other tracks. Requests in each track are processed on a

first-in/first out basis. 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 which warrants 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 (nonexpedited) track based on the volume and/or simplicity of 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 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 of the FOIA's 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 the information in the requested records is determined by the agency to be exempt under one or more of the FOIA's exemptions, or for some procedural reason (such as because 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 working days from proper 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, not average, number. For example, of 3, 7, and 14, the median number is 7.

16. Average number -- the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.

IV. Exemption 3 Statutes

The Office of Science and technology Policy did not rely on Exemption 3 statutes during Fiscal Year 2006.

V. Initial FOIA/PA Access Requests

A. Number of Initial Requests (Total of the numbers in Lines 1 and 2, minus the number in Line 3, should equal the number in Line 4).

1. Number of requests pending as of end of preceding fiscal year: 21
2. Number of requests received during current fiscal year: 28
3. Number of requests processed during current fiscal year: 37
4. Number of requests pending as of end of current fiscal year: 12

B. Disposition of Initial Requests.

1. Number of total grants: 11
2. Number of partial grants: 9
3. Number of denials: 2
 - a. Number of times each FOIA exemption was used (counting each exemption once per request)
 - (1) Exemption 1: 0
 - (2) Exemption 2: 3
 - (3) Exemption 3: 0
 - (4) Exemption 4: 0
 - (5) Exemption 5: 9
 - (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 (total): 15
 - a. no records: 9
 - b. referrals: 1
 - c. request withdrawn: 5

- 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 (specify): None

VI. Appeals of Initial Denials of FOIA/PA Requests

A. Number of Appeals.

- 1. Number of appeals received during fiscal year: 1
- 2. Number of appeals processed during fiscal year: 2

B. Disposition of Appeals.

- 1. Number completely upheld: 1
- 2. Number partially reversed: 0
- 3. Number completely reversed: 0
 - a. Number of times each FOIA exemption used (counting each exemption once per appeal)
 - (1) Exemption 1: 0
 - (2) Exemption 2: 0
 - (3) Exemption 3: 0
 - (4) Exemption 4: 0
 - (5) Exemption 5: 1
 - (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 (total): 1
 - a. no records: 0
 - b. referrals: 0
 - c. request withdrawn: 1
 - 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 (specify): None.

VII. Compliance with Time Limits/Status of Pending Requests

A. Median processing time for requests processed during the year: 82

1. Simple requests:

- a. Number of requests processed: 18
- b. Median number of days to process: 32

2. Complex requests:

- a. Number of requests processed: 19
- b. Median number of days to process: 761

3. Requests accorded expedited processing:

- a. Number of requests processed: 0
- b. Median number of days to process: 0

B. Status of Pending Requests.

- 1. Number of requests pending as of end of current fiscal year: 12
- 2. Median number of days that such requests were pending as of that date: 714

VIII. Comparisons with Previous Year

	<u>FY04</u>	<u>FY05</u>	<u>FY06</u>
A. Number of requests received	47	34	28
→ Expedited requests received (# granted)	2(0)	4(0)	0
B. Number of requests processed	19	48	37
C. Number of requests pending at end of FY	35	21	12

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 (in total work-years): 0.20
3. Total number of personnel (in work-years): 0.20

B. Total costs (including staff and all resources):

1. FOIA processing (including appeals): \$12,500
2. Litigation-related activities (estimated): \$0
3. Total costs: \$12,500

C. Statement of additional resources needed for FOIA compliance.

None.

X. Fees

- A. Total amount of fees collected by agency for processing requests: \$0.00
- B. Percentage of total costs: 0

XI. Report on FOIA Executive Order Implementation

On December 14, 2005, the President issued Executive Order 13,392, entitled "Improving Agency Disclosure of Information." This Executive Order directed each federal agency to review its FOIA processing operations, to develop a FOIA Improvement Plan, and to report on its progress in implementing the milestones and goals established in its plan. Section 3(c) of the Executive Order further requires each agency to periodically report both its successes and deficiencies in implementing its FOIA improvement plan. This section of the Office of Science and Technology Policy's (OSTP) annual FOIA report complies with Executive Order 13,392's reporting requirements.

It should be noted that the reporting period for this section differs from that used for the rest of this report, which is based on data compiled for Fiscal Year 2006. The reporting period for this section includes progress made by OSTP through January 2007.

A. Description of supplementation/modification of agency improvement plan.

OSTP has not amended or modified its FOIA Improvement Plan.

B. Report on agency implementation of its plan, including its performance in meeting milestones, with respect to each improvement area.

OSTP successfully accomplished a majority of its improvement area milestones and goals in accordance with the timeframes the agency allotted for its completion, as specified in the OSTP FOIA Improvement Plan.

Most notably, OSTP has realized improvements through hiring additional personnel that have been assigned FOIA implementation responsibilities and by incorporating the general processing structure mandated by Executive Order 13,392. Specifically, OSTP has established a FOIA Service Center, designated a Chief FOIA Officer and a FOIA Public Liaison, and appropriately divided processing responsibilities among OSTP staff.

As to specific milestones and goals, OSTP has developed draft regulations to govern FOIA implementation, but has not yet published them for comment in the Federal Register. The agency's FOIA website has been updated pursuant to the agency's Improvement Plan. The website continues to be subject to periodic review, which has resulted in actions to implement additional improvements in accordance with the agency's continuing goal of regular website monitoring and updating. The agency has revised its FOIA tracking tools and procedures to better serve requesters and to keep agency staff better informed about their FOIA-related responsibilities. The agency has implemented an improved filing policy to better accommodate searches of agency records and has gone further by initiating development of a searchable electronic database of agency records.

C. Identification and discussion of any deficiency in meeting plan milestones.

OSTP was unable to meet one of its milestones for this reporting period. Specifically, OSTP's goal with respect to backlog reduction was to completely eliminate all backlogged requests by the end of Fiscal Year 2006. While the agency was successful in processing a significant number of requests and in eliminating nearly fifty percent of its backlog, OSTP did not achieve complete backlog elimination. Additionally, the processing of certain requests has been hindered by outside constraints, such as the delays engendered by technological limitations involved in searching various electronic records. Despite these constraints, it should be noted that since the end of the fiscal year, OSTP has further reduced its backlog, bringing its total number of outstanding requests to ten. Additional progress has been made in gathering and reviewing documents related to the remaining backlog requests, and OSTP anticipates achieving its overall goal of complete backlog elimination by August 31, 2007.

D. Concise descriptions of FOIA exemptions.

The nine exemptions to the FOIA authorize federal agencies to withhold information covering: (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.

F. Additional statistics.

1. Time range of requests pending, by date of request (or, where applicable, by date of referral from another agency)

October 1, 2001 to December 29, 2006

2. Time range of consultations pending with other agencies, by date of initial interagency communication

September 18, 2006 to January 24, 2007

G. Attachment: Agency Improvement Plan (in current form)

Office of Science and Technology FOIA Implementation Plan and Report Pursuant to Executive Order 13,392 June 14, 2006

Pursuant to Executive Order 13,392, “Improving Agency Disclosure of Information,” the Office of Science and Technology Policy (OSTP) has prepared this plan to ensure that the agency’s administration of the Freedom of Information Act (FOIA)¹ complies with applicable law and the policies set forth by the Administration. These policies include the goals and practices established by E.O. 13,392, which, in general, directs federal agencies, including those entities within the Executive Office of the President that are subject to FOIA, to “respond courteously

¹ 5 U.S.C. § 552.

and appropriately” to FOIA requesters, and to “provide FOIA requesters, and the public in general, with citizen-centered ways to learn about the FOIA process, about agency records that are publicly available (e.g., on the agency’s website), and about the status of a person’s FOIA request and appropriate information about the agency’s response.”² The Order also directs agencies to “process requests under the FOIA in an efficient and appropriate manner and achieve tangible, measurable improvements in FOIA processing.”³

As further required by E.O. 13,392, this plan includes specific activities that will be implemented to eliminate or reduce the existing FOIA backlog and increase public awareness of FOIA processing. To those ends, this plan establishes “concrete milestones, with specific timetables and outcomes to be achieved...” by which to measure and evaluate OSTP’s success in implementing the plan. Additionally, in accordance with Department of Justice (DOJ) Implementation Guidance, issued April 27, 2006, and the plan format it prescribes, this document summarizes the findings of OSTP’s internal review of its FOIA implementation policies and procedures (including OSTP’s participation in a public “listening session” held by Executive Office of the President offices on May 10, 2006), and describes this agency’s selected Improvement Areas and Improvement Actions.

OSTP Appointments under E.O. 13,392

Pursuant to E.O. 13,392, the Director of the Office of Science and Technology Policy (OSTP) designated the OSTP General Counsel as the agency’s Chief FOIA Officer. The OSTP Associate General Counsel will serve as OSTP’s Public Liaison for FOIA, and will act as the primary manager of OSTP’s FOIA Service Center. In addition to overseeing OSTP’s FOIA operations generally, the General Counsel and Associate General Counsel will ensure that the responsibilities of the Chief FOIA Officer, the Public Liaison, and the Service Center under E.O. 13,392 are fully satisfied and will report to the Director accordingly.

A. Overview of FOIA Operations

In accordance with section 3 of E.O. 13,392, OSTP conducted a review of the agency’s FOIA implementation policies and practices. Before describing current OSTP implementation of FOIA and this agency’s plans for improvement, it is important to note that OSTP is a relatively small agency that typically receives a correspondingly low number of FOIA requests. As a result, at least in comparison to larger departments and agencies, OSTP does not devote substantial resources to FOIA compliance – for example, no one OSTP FTE is devoted exclusively to FOIA whereas many larger agencies have several FTEs devoted to FOIA if not entire FOIA offices. Nonetheless, OSTP is subject to FOIA and does comply with its mandates. In that regard, this plan addresses the points contained within E.O. 13,392 and applies its requirements to ensure that OSTP policies and practices comport with the Administration’s most recent policy directives.

In general, OSTP’s implementation of FOIA has been achieved through the use of relatively informal mechanisms. OSTP makes use of a FOIA-specific website to inform the general public

² E.O. 13,392 § 1(b) (Dec. 14, 2005).

³ Id. § 1(c).

of its FOIA procedures and the public's rights and responsibilities under the Act. Assistance to individual requesters has typically been provided as a result of and through informal, personal communications. From a practical standpoint, the relatively low number of FOIA requests OSTP receives has not made investment in significant FOIA-related IT a necessity. Finally, while OSTP, due to the nature of its statutory mission and role within the Administration, does not produce a large number of materials subject to FOIA, it posts a significant portion of its products on its website. Such electronic publishing has likely had the effect of reducing the number of FOIA requests received, in keeping with the policies established by the Electronic Freedom of Information Act Amendments of 1996.⁴ An expanded description of OSTP's review of its FOIA implementation, as required by E.O. 13,392 and its Implementation Guidance, is provided in Section C of this document.

B. Areas Selected for Review

E.O. 13,392 expressly indicates that each agency's FOIA implementation review is to evaluate and address five primary categories of FOIA implementation activities. The categories are:

- (1) the administration of FOIA, including its expenditure of resources on FOIA compliance and the extent to which requests for records have not been processed within the generally applicable time limits;⁵
- (2) the processes and practices by which the agency assists and informs the public regarding the FOIA process;⁶
- (3) the use of information technology in responding to FOIA requests, including the tracking of requests and requester communications, the agency's practices with respect to requests for expedited processing, and its implementation of multi-track processing;⁷
- (4) the policies and practices relating to the availability of public information through websites and other means, including the use of websites to publish records subject to FOIA requests;⁸ and
- (5) methods for the elimination or reduction of existing request backlogs.⁹

OSTP's review of its FOIA implementation procedures and policies included analysis of each of these areas. In addition to the broad categories set forth in the Order itself, DOJ's Implementation Guidance provided additional "Potential Improvement Areas" suggested for analysis, subject to each agency's individual circumstances. To the extent applicable to OSTP,

⁴ Pub. L. No. 104-231, 110 Stat. 3048 (Mar. 31, 1997) (codified at 5 U.S.C. § 552(a)(2)(D)).

⁵ E.O. 13,392 § 3(a)(i) (Dec. 14, 2005).

⁶ Id. § 3(a)(ii).

⁷ Id. § 3(a)(iii).

⁸ Id. § 3(a)(iv).

⁹ Id. § 3(a)(v).

these areas will be addressed in the discussion of OSTP's planned improvement actions under one of the five corresponding categories derived from E.O. 13,392.

C. Results of Review

OSTP's review of FOIA implementation was completed in June 2006. Consistent with DOJ Implementation Guidance, the results of OSTP's review are summarized below.

(1) Administration of FOIA

OSTP is a comparatively small agency with a correspondingly low number of FOIA requests being received each year, and limited additional resources are used to administer FOIA. For example, no employee is devoted exclusively to FOIA implementation and the office's FOIA response system is relatively informal. When a FOIA request is received in OSTP, the inquiry is forwarded to the OSTP employee(s) with general responsibility for the subject matter of the request. Such employees are assigned the responsibility to search for any records that may be responsive to the request. The responses are returned to the FOIA Officer who consolidates the records, reviews the content for disclosure, and prepares the response to the inquirer.

In the period from FY2002 through FY2005, OSTP has, on average, received 28.75 requests, processed 24.5 requests, and carried an average backlog of 17.5 requests. The agency's current backlog is 21 requests (excluding the current fiscal year). These outstanding requests originated in various fiscal years; however, the majority results from an atypically active request period, and the receipt of many complex requests, preceding the most recent presidential election.

(2) Informing and Assisting the Public with the FOIA Process

OSTP employs several methods to ensure public awareness of the agency's generally applicable procedures and to keep the public apprised of the status of pending requests. The primary mechanism for providing the public with this information is the agency's FOIA website, available at <http://ostp.gov/html/foia.html#2000>, which provides a variety of basic FOIA information about OSTP. As a small agency, OSTP does not have an automated system in place for informing members of the public of the status of their requests. Rather, members of the public who contact OSTP with FOIA-related inquiries are referred to or contacted by the agency's legal counsel, resulting in a direct and immediate response, typically by phone and sometimes by email.

(3) Processing Policies

The small size of OSTP has thus far made it unnecessary or impractical for the office to procure IT specifically to aid in FOIA implementation. Likewise, the average number and complexity of requests has not, to date, provided justification for seeking significant additional resources for IT purposes. OSTP does allow FOIA requests to be submitted electronically by email (as indicated on the OSTP FOIA website) and will respond in kind; however, the agency does not have software specifically designated to tracking or responding to requests. Information related to incoming requests; such as their perfection date, level of complexity, reply date, and the records

released and withheld; are maintained by OSTP in a spreadsheet, and the relevant information is entered manually by the FOIA officer who processes requests.

In practical terms, OSTP has received relatively few requests for expedited processing. In the period ranging from FY2002 through FY2005, OSTP records indicate that only seven requests for expedited service were received, and that those requests did not satisfy the threshold standard of exceptional need or urgency justifying an expedited response.

OSTP has not, to date, established multi-track processing, and there does not appear to be significant variation in implementation procedures across the multi-track categories.

(4) Public Availability of Information

In addition to the publication of basic FOIA information and annual FOIA reports as required, OSTP regularly publishes on its website a wide variety of documents (*e.g.*, budgetary material, Director speeches, and National Science and Technology Council reports). These documents might not otherwise have been required to be made available pursuant to the Electronic FOIA Amendments, but they nonetheless would likely become the subject of frequent FOIA requests if not otherwise posted.

(5) Backlog Elimination

OSTP's backlog has varied significantly over time, most notably recently as a result of receiving a large number of complex requests associated with political campaign research and the 2004 presidential election. Based on OSTP's past experiences and its E.O. 13,392 review, an effort to reduce the impact of future election-related FOIA requests has been undertaken, such that political correspondence and similar, relevant materials will now be filed in manner that will improve response efficiency should similar requests be made in the future.

The most significant development in OSTP's ability to administer FOIA and to prevent future backlogs (and eliminate its current backlog) is the agency's recent decision to hire a civil service attorney whose time will be devoted to FOIA and other similar legal responsibilities. The OSTP Director not only determined that FOIA and other issues should receive more resources, but also acted to ensure this will occur from Administration to Administration as a structural matter, through the establishment of a new civil service FTE position.

D. OSTP Improvement Areas

OSTP has identified areas for potential improvement within the five general categories established by E.O. 13,392. Additionally, this agency's Implementation Plan incorporates actions, as described in the next section, that can be categorized under the 27 points enumerated in DOJ's Implementation Guidance. Under this guidance, OSTP will take Improvement Actions with respect to the following areas: (1) OSTP Regulatory Standards, (2) Public Awareness, (3) Information Technology, (4) Backlog Reduction, (5) Request Volume Impacts, and (6) Agency-wide FOIA Awareness.

E. Improvement Actions

As stated in E.O. 13,392, FOIA provides an important means through which the public can obtain information regarding the activities of federal agencies and, as such, facilitates the effective functioning of our constitutional democracy. OSTP regards FOIA requesters as entitled to a service from the federal government and affords them courteous and appropriate responses. In order to improve this service to the public, OSTP has identified a series of actions to undertake in order to clarify and streamline the implementation of FOIA.

(1) OSTP Regulatory Standards

OSTP does not currently have agency-specific FOIA regulations. OSTP will undertake a review of existing policies with an eye toward promulgating formal regulations, OSTP will determine the extent to which those policies can be improved, including whether clarified policies with respect to fee waivers, expedited processing, multi-track processing, and the appeals process should be addressed. Upon defining the appropriate scope of these regulations, OSTP will publish basic guidance on its website, and a draft and final rule consistent with applicable law and E.O. 13,392.

Steps:

- Review OSTP policies and FOIA regulations issued by other agencies
- Coordinate with the Department of Justice Office of Information and Privacy and the Office of Management and Budget
- Issue guidance
- Prepare and publish Proposed Rule, and consider comments received
- Issue Final Rule

Target Completion: Draft Regulations by the end of January 2007; Final Regulations by the end of FY2007.

(2) Public Awareness

In order to increase public awareness of OSTP's FOIA program and its procedures, OSTP will undertake a variety of measures to improve the quality and availability of information available to the public. OSTP will review other agencies' FOIA websites and then revise its own FOIA website (http://ostp.gov/html/_foia.html) and monitor its content to ensure that it reflects accurate and timely information. Additionally, this plan will be posted on the website, as will information regarding the status of OSTP's development of FOIA regulations. Finally, OSTP will continue to monitor its products to determine which merit electronic publication, consistent with the law and the policies established by E.O. 13,392.

Steps:

- Redesign website to reflect current FOIA procedures and to improve the quality and clarity of available information
- Monitor OSTP products for electronic publication
- Post copies of records that have previously been released under FOIA and appear likely to become the subject of additional requests
- Post additional information as it becomes available

Target Completion: Initial updates by the end of FY2006, and continued monitoring thereafter.

(3) Information Technology

OSTP will evaluate the feasibility of using existing IT capabilities to determine whether an automated system for tracking of requests and communication with requesters is feasible or would result in a practical improvement of FOIA operations. OSTP will advise the Office of Management and Budget and the Office of Administration on the outcome of this evaluation and any persisting IT needs the agency may have.

Steps:

- Evaluate current IT available to OSTP
- Coordinate with OA and OMB
- Implement new IT procedures as warranted

Target Completion: Decision on automated tracking system by the end of FY2006; implementation of any improvements by December 31, 2006.

(4) Backlog Reduction

While OSTP's current backlog (21 inquiries) is comparatively small, OSTP will implement a comprehensive backlog elimination program. This will be performed primarily with the assistance of the Office's new Associate General Counsel. OSTP will coordinate with the Department of Justice to ascertain how to proceed with any pending requests that may present unusual legal questions.

Steps:

- Implement backlog elimination program
- Contact requesters and inform them of request status where complicated issues exist
- Coordinate with DOJ as necessary

Target Completion: Eliminate entire OSTP backlog by end of FY2006.

(5) Request Volume Impacts

OSTP has learned that request volumes increase significantly immediately preceding presidential elections, partially as a result of research on candidate positions. In response, OSTP will develop a filing system that will ease the agency's response to FOIA requests for such information. Primarily, this will involve the maintenance of duplicate files in the OSTP FOIA Service Center of correspondence with Members of Congress and State Governors (the subject of most "opposition research" requests).

Steps:

- Implement revised filing policy
- Monitor agency records and communications for relevant documents

Target Completion: Implement filing program by August 2006; continued monitoring thereafter.

(6) Agency-wide FOIA Awareness

OSTP intends to increase intra-agency awareness of FOIA, its requirements, and the role each OSTP employee is expected to perform in its implementation. OSTP will develop a Handbook on FOIA to assist personnel training.

Steps:

- Develop and promulgate OSTP FOIA regulations
- Prepare and publish OSTP FOIA Handbook
- Implement training program for OSTP staff

Target Completion: Within six months of publication of final OSTP regulations.

F. Implementation Time Periods

The DOJ Implementation Guidance requests federal agencies to divide their Improvement Areas into categories based on targeted completion dates. Improvement Areas are listed below, as appropriate. In instances where major actions are to be followed by continued monitoring without a termination date, the completion date for the last major action within the Improvement Area has been used.

1. Areas Anticipated to be Completed by December 31, 2006

- a. Request Volume Impacts
- b. Public Awareness
- c. Information Technology
- d. Backlog Reduction

- 2. Areas Anticipated to be Completed by December 31, 2007**
 - a. OSTP Regulatory Standards
- 3. Areas Anticipated to be Completed after December 31, 2007**
 - a. Agency-wide FOIA Awareness