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**Updated Status Report on Executive Order 13392 Implementation
for National Capital Planning Commission.**

In its FY 2006 FOIA Report, NCPC identified three steps in which it was deficient. It has now met all three:

A. Website redesign.

1. FOIA improvement plan area to which deficient milestone relates: Website improvement.
2. Deficient milestone: NCPC's deficient milestone was its commitment to make its website searchable by December 31, 2006.
3. Specific steps to correct deficiency. NCPC has now completed and launched its redesigned website, which is fully searchable. The revised fully searchable website was launched on July 2, 2007.
4. Additional steps to correct deficiency. The step has been implemented and no further corrective action is necessary.

B. Improved data for staff: historic documents.

1. FOIA improvement plan area to which deficient milestone relates: Improved data for staff.
2. Deficient milestone: NCPC's deficient milestone was its commitment to commence digital conversion of NCPC's historic documents for use on the internal CFIS system by December 31, 2006.
3. Specific steps to correct deficiency: NCPC's plan was to conduct a pilot program of putting historic materials in electronic format. We noted in the FY 2006 FOIA Report that, because of budget constraints imposed in part from operating under continuing resolutions, we had not undertaken this action and it would be deferred. Since that time, we have reevaluated our approach to this project and determined we could meet much of its goal—facilitating staff access to materials so that response to FOIA requests may be facilitated—with three steps that we are undertaking with in-house resources. First, we have over the past several years worked to identify and combine in a usable and organized database readily available to NCPC staff all

materials related to project review that are already in electronic format (for example, a document generated by staff as a Word document). That database, called Central Files Information System (CFIS), is available on the agency's intranet and is searchable. Second, as of January 2007, projects may be submitted to NCPC for review through an electronic submission process. That process came on line in January 2007, and over the past several months we have ironed out problems so it is now working well. That electronic material is added to the Central Files Information System (CFIS) as it comes in and is available to staff for use in answering FOIA requests. Third, we are in the process of putting memoranda of Commission actions taken since 2002 (when NCPC started to keep Commission actions in this form) on NCPC's public website, and that process will be completed during July 2007. The combination of these three steps will improve public access and facilitate staff's ability to respond quickly to FOIA requests related to the agency's plan review activities.

4. Additional steps to correct deficiency: The step as further refined has been implemented and no further corrective action is necessary

C. Improved data for staff: Analysis of additional steps.

1. FOIA improvement plan area to which deficient milestone relates: Improved data for staff.

2. Deficient milestone: NCPC's deficient milestone was its commitment to analyze additional steps for organizing electronic data available to staff and funding for those steps by December 31, 2006.

3. Specific steps to correct deficiency: NCPC Executive Staff has now met to discuss whether further improvement steps are necessary and has determined that no further improvement steps are necessary. The discussion commenced at a meeting on January 16, 2007, and was completed at a meeting of July 10, 2007.

4. Additional steps to correct deficiency: The step has been implemented and no further corrective action is necessary.

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