



Court Services and Offender Supervision Agency for the District of Columbia

Office of the Director

Fiscal Year 2009 Chief FOIA Officer's Report

I. Steps Taken to Apply the Presumption of Openness

The presumption of openness has been discussed at numerous staff meetings and has been distributed to appropriate staff via email.

In FY 2009, we received 911 FOIA requests and made 14 full and 725 partial releases in response to those requests. Of those, 187 requests were received and 112 requests were responded to during the first quarter of the fiscal year. In FY 2008, we received 624 requests and made 18 full and 624 partial releases in response to those requests. In the first quarter of FY 2010, we received 156 and responded to 89 requests. This figure is on target with our FY 2009 FOIA volume and does not represent an increase in the number of requests.

II. Steps Taken to Ensure that Your Agency has an Effective System for Responding to Requests

The FOIA Section has collaborated extensively with the Agency's Office of Information Technology to develop a system for electronic filing of FOIA requests. Our online FOIA request system to allow FOIA requests through our website was implemented in 2008. That system only accepts requests for FOIA information. Privacy protected records cannot be requested online.

Over the past several years we have made a concerted effort to expand our use of technology in our FOIA program. Our Office of Information Technology identified a commercial off-the-shelf (COTS) software application to allow FOIA staff to process requests. FOIAXpress was installed in May 2006 and has measurably reduced our FOIA response time

While the nature of our work results in fairly routine FOIA requests primarily related to offender records, our FOIA staff continue to work with agency staff to meet the requirements of the FOIA, including responding to requests in the most efficient and effective manner.

III. Steps Taken to Increase Proactive Disclosures

Approximately 98% of our requests involve Privacy Act protected records. However, in the interest of proactive disclosures we post agency policies on our website and maintain an electronic reading room that provides access to the agency FOIA annual reports, the agency

Strategic Plan, our IMPAC card holder listing and performance and accountability reports. We are in the process of revamping our website to improve both the quality and quantity of information provided to the public. This new website was launched in March 2010.

IV. Steps Taken to Greater Utilize Technology

1. Does your agency currently receive requests electronically? Yes, FOIA requests only.
2. If not, what are the current impediments to your agency establishing a mechanism to receive requests electronically? N/A
3. Does your agency track requests electronically? Yes
4. If not, what are the current impediments to your agency utilizing a system to track requests electronically? N/A
5. Does your agency use technology to process requests? Yes
6. If not, what are the current impediments to your agency utilizing technology to process requests? N/A
7. Does your agency utilize technology to prepare your agency Annual FOIA Report? Yes
8. If not, what are the current impediments to your agency utilizing technology in preparing your Annual FOIA Report? N/A

V. Steps Taken to Reduce Backlogs and Improve Timeliness in Responding to Requests

1. In FY-08, we had a backlog of 68 requests and the oldest pending request was received September 12, 2008. In FY-09, we had a backlog of 173 requests and the oldest pending request was received October 1, 2009. In FY-09, we experienced an increase in the number of requests received. However, between January 2010 and February 2010, our backlog was eliminated.