THE FOIA OMBUDSMAN
Improving the FOIA Process
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
2016-2018 FREEDOM OF INFORMATION ACT (FOIA)
ADVISORY COMMITTEE
FINAL REPORT AND RECOMMENDATIONS

April 17, 2018

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Alone and unaided, we do not fail.
BUCKET #1:
BEST PRACTICES - IMMEDIATELY
BUCKET #1 – BEST PRACTICES THAT CAN BE IMPLEMENTED RIGHT AWAY

Management of the FOIA Process
✓ Importance of working with requesters early in the process
✓ Encourage teamwork
✓ Expanded use of tracks

Bringing in Talent
✓ Building a career path
✓ Interns, detailees and contractors

Using Technology to Improve the Process
✓ Records management/search

FOIA and Accessibility
✓ Making documents accessible
BUCKET #2: BEST PRACTICES – MEDIUM TERM
BUCKET #2: BEST PRACTICES THAT CAN BE IMPLEMENTED WITH SOME ADDITIONAL WORK

Management of the FOIA Process
- Importance of working with requesters early in the process
- Accountability
- Centralization, to the extent possible

Bringing in Talent
- Building a career path

Proactive Disclosure
- Specifically recommended proactive disclosures

- Best Practices: Detailed FOIA Log Recommendations
BUCKET #3: BEST PRACTICES - LONG-TERM
BUCKET #3: BEST PRACTICES THAT CAN BE IMPLEMENTED IN THE LONG-TERM

Management of the FOIA Process
✓ Centralization, to the extent possible
✓ Tracking systems

Bringing in Talent
✓ Interns, detailees and contractors

Using Technology to Improve the Process
✓ Records management/search
Questions?

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