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Guidance and Training

Records Management Subcommittee Recommendation 1: Archivist of the United States requests that OIP issue guidance re: including records management-related materials on agency websites and in FOIA handbooks. *Passed 3/5/2020*

Records Management Subcommittee Recommendation 2: Archivist directs NARA and requests OIP to offer Records Management (RM) training to FOIA officers/Public Liaisons. Also include a FOIA module in RM training courses for all federal employees. *Passed 3/5/2020*

Records Management Subcommittee Recommendation 3: Archivist requests that OIP provide best practice guidance on e-discovery tools to help with search. *Passed 3/5/2020*

Time/Volume Subcommittee Recommendation 2: Archivist requests that OIP collect information in Chief FOIA Officer reports regarding standard operating procedures (SOPs) for processing FOIA requests and the FOIA webpage. *Passed 5/1/2020*

Time/Volume Subcommittee Recommendation 3: Archivist requests that OIP issue guidance requesting agencies provide annual mandatory FOIA training; directs OGIS and requests OIP to study agency FOIA training and content; and requests that OGIS ask Congress to appropriate agency FOIA training costs. *Passed 5/1/2020*

Vision Subcommittee Recommendation 2B: Archivist directs OGIS and requests that OIP help agencies establish briefings for senior leaders during changes in leadership/administrations. *Passed 5/1/2020*

Vision Subcommittee Recommendation 2C: Archivist directs OGIS and requests that OIP examine the FOIA performance measures used in their agency performance plans/reports (not individual performance plans) to encourage agencies to include FOIA in their

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Vision Subcommittee Recommendation 3A: That Congress engage in more regular and robust oversight of FOIA and provide clearer authority and expanded resources to OGIS. *Passed 5/1/2020*

Vision Subcommittee Recommendation 3B: That Congress funds FOIA to ensure that agencies meet legal obligations. *Passed 5/1/2020*

The following recommendation was considered by the Committee on 5/1/2020 and withdrawn from consideration.

Vision Subcommittee Recommendation 3C: That Congress expands FOIA to the legislative and judicial branches.

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Vision Subcommittee Recommendation 4: The Archivist should continue to take a leadership role in aligning evolving federal data strategy policies with existing FOIA and Federal Records Act statutory frameworks. *Passed 5/1/2020*