



OFFICE *of* GOVERNMENT  
INFORMATION SERVICES

# Freedom of Information Act (FOIA) Advisory Committee

April 4, 2024

<https://www.archives.gov/ogis/foia-advisory-committee/2022-2024-term>



# Welcome and Updates

**Alina M. Semo**

**Director, Office of Government  
Information Services  
and Chairperson,  
FOIA Advisory Committee**





# Housekeeping



Use Webex chat for housekeeping and procedural matters only. Please submit substantive comments to: [archives.gov/ogis/public-comments](https://archives.gov/ogis/public-comments)



The YouTube chat function is not on. Please submit comments to: [archives.gov/ogis/public-comments](https://archives.gov/ogis/public-comments)



Oral public comments will be heard at the end of today's meeting.



The meeting will be recorded and posted online at: [archives.gov/ogis/foia-advisory-committee/2022-2024-term](https://archives.gov/ogis/foia-advisory-committee/2022-2024-term)



The meeting will start at 10:00 a.m. and end at 1:00 p.m. ET.



# Designated Federal Officer reminders

## Bylaws: Article 5. Voting

- Any Committee member may move that the Committee vote
- Second not required but is habit
- Three types of passing votes:
  - **Unanimous:** every voting member (except abstentions)
  - **General Consensus:** at least 2/3 of total votes cast
  - **General Majority:** majority of the total votes cast



# Resources Subcommittee

Paul Chalmers (co-chair)  
Gbemende Johnson (co-chair)  
Carmen Collins  
Michael Heise  
Stefanie Jewett  
Eira Tansey  
Patricia Weth



National Archives Identifier 83228981



# Proposed Recommendation R-1

We recommend that the Department of Justice (DOJ), Office of Information Policy (OIP), issue guidance to all Chief FOIA Officers outlining the minimum requirements for training to agency staff, including non-FOIA professionals, outlining the requirements of Section (j)(2)(F) of the FOIA which states: “The Chief FOIA Officer shall offer training to agency staff regarding their responsibilities under this section.”



# Proposed Recommendation R-1

For example, DOJ OIP, in its discretion, could consider issuing guidance concerning the following:

1. Mandatory annual FOIA training for non-FOIA professionals in the federal government; and
2. Mandatory FOIA training for all new employees, including non-FOIA professionals, within 60 days of onboarding.



# Proposed Recommendation R-2

We recommend that the Office of Personnel Management (OPM) add the 0306 Government Information Specialist (GIS) Job Series to the direct hiring authority list.





# Proposed Recommendation R-3

We recommend that the Chief FOIA Officers Council, through its Committee on Cross-Agency Collaboration and Innovation (COCACI) organize agencies to participate in a “talent pool” posting through the Office of Personnel Management (OPM).



# Proposed Recommendation R-4

We recommend that the Chief FOIA Officers Council, through its Committee on Cross-Agency Collaboration and Innovation (COCACI), create and maintain a database on its website of position descriptions in the Government Information Specialist (GIS) job series at various grades.



# Proposed Recommendation R-5

We recommend that the General Services Administration (GSA) create a labor category on the GSA schedule specifically for FOIA contractors to facilitate efficient procurement if an agency determines it needs contractor support.



# Proposed Recommendation R-6

We recommend that the Chief FOIA Officers Council form a working group to analyze the interest in and need for 1) a shared FOIA case management system and 2) a centralized records repository for use by federal agencies and the public. The working group shall draft a white paper of its findings and present it to the Council within two years of its formation.



OFFICE *of* GOVERNMENT  
INFORMATION SERVICES

# FOIA Advisory Committee is on a break: back soon!

[archives.gov/ogis/foia-advisory-committee/2022-2024-term](https://www.archives.gov/ogis/foia-advisory-committee/2022-2024-term)



National Archives Identifier 6656626



# Implementation Subcommittee



National Archives Identifier 24472221

David Cuillier (co-chair)  
Michael Heise (co-chair)  
Jason R. Baron  
Alexander Howard  
Luke Nichter  
Catrina Pavlik-Keenan  
Tom Susman  
Benjamin Tingo  
Patricia Weth



# Draft Recommendations I-1 & I-2

- I-1 OGIS/OIP follow up with selected depts/agencies on implementation of past Committee recommendations
- I-2 Inclusion in Chief FOIA Officer reports on implementation of past Committee recommendations

I-1 & I-2: Subcommittee continues work on selecting priority recommendations



# Modernization Subcommittee



National Archives Identifier 17444711

Jason R. Baron (co-chair)  
Gorka Garcia-Malene (co-chair)  
Allyson Deitrick  
Michael Heise  
Alexander Howard  
Adam Marshall  
Luke Nichter  
Tom Susman  
Benjamin Tingo





# Proposed Recommendation M-1

We recommend that the Office of Information Policy (OIP) issue guidance to federal agencies stating that agencies should proactively offer requesters the opportunity to discuss their request with an agency representative.



# Proposed Recommendation M-2

We recommend that the Office of Information Policy (OIP) issue guidance to federal agencies encouraging the option of providing requesters an interim response consisting of a small sample of documents found as the result of searches conducted and subsequently reviewed for partial or full withholding.



# Proposed Recommendation M-3

We recommend that federal agencies expand public engagement activities focused on improving all aspects of their FOIA process.



# Proposed Recommendation M-4

We recommend that the Archivist propose to the Office of Management and Budget (OMB), the Office of Information Policy (OIP), and other agency participants taking a leading role in future U.S. National Action Plans for Open Government that they include new and continuing commitments to improving FOIA administration.



# Proposed Recommendation M-5

We recommend that the Chief FOIA Officers Council Technology Committee and interested agencies publish requests for information (RFIs) on the subject of artificial intelligence (AI) tools and techniques as an aid to FOIA processing.



# FOIA Advisory Committee

## Public Comments

<https://www.archives.gov/ogis/foia-advisory-committee/public-comments>



National Archives Identifier 205581775



# FOIA Advisory Committee



Mark your calendars!

The next meeting of the 2022-  
2024 term is

**Thursday, May 9, 2024**

National Archives Identifier 44267671