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Chief FOIA Officer

Please provide a short narrative (at least 500 words) for how your agency implemented the President's [FOIA Memorandum](#) and the DOJ's [2009 FOIA Guidelines](#) during the reporting period. Your narrative may include any steps taken to: apply the presumption of openness, ensure that your agency has an effective system in place for responding to requests, increase proactive disclosures, greater utilize technology, and improve timeliness in responding to requests and reducing any backlogs. Please include in this narrative a description of your efforts to ensure that the FOIA is administered in a "spirit of cooperation," highlighting, for example, steps taken to ensure that there is good communication and good customer service when working with requesters.

The DNFSB redesigned and migrated to a new user friendly website in FY 17 and added new content in order to enhance transparency of its operations to the public, Congress, and key stakeholders. The new website is easier to navigate and provides much greater search functionality to allow the public to locate and access documents more easily. DNFSB continued to publish a large variety of agency work product (listed below), even though publication is not legally required in most cases.

The DNFSB has a distinct process in place to identify other records for proactive disclosure. Board procedures require the Board to vote to prevent disclosure of particular documents or portions of documents, even when those documents are privileged. At the DNFSB, the presumption is in favor of disclosure per our procedures. As a Sunshine Act agency, we understand our obligation to make our operations as transparent as possible. In addition, when more than one FOIA request is received for the same document, that document is proactively disclosed.

The DNFSB continued to process FOIA requests efficiently by meeting its statutory deadlines for the vast majority of requests. We communicated with the requesters clearly, and reached out to requesters via telephone on multiple occasions to clarify the requests and/or the responses, or to offer additional context which appeared to be lacking in the request itself.

Examples of some material the DNFSB has proactively disclosed during the past reporting year,

Board Notational Votes

<https://www.dnfsb.gov/board-activities>

Correspondence Log

<https://www.dnfsb.gov/board-activities/board-member-testimonies-speeches-and-other-public-statements>

DNFSB Letters

<https://www.dnfsb.gov/documents/letters>

Public Hearings and Meetings

<https://www.dnfsb.gov/public-hearings-meetings>

Reports to Congress

<https://www.dnfsb.gov/documents/reports/reports-congress>

Staff Weekly Reports

<https://www.dnfsb.gov/documents/reports/staff-issue-reports>

Technical Reports

<https://www.dnfsb.gov/documents/reports/technical-reports>

Staff Issue Reports

<https://www.dnfsb.gov/documents/reports/staff-issue-reports>

Monthly Site Reports

<https://www.dnfsb.gov/documents/reports/monthly-site-reports>

Video streaming of current DNFSB public meetings continues to be provided to the public on the website and on the DNFSB YouTube Channel.

<https://www.youtube.com/channel/UCEPc2iGfNDiygL2ySkO7wCA>