

## **USDA Rural Development Freedom of Information Act (FOIA) Certification**

State Directors are required to certify that the State Office FOIA Coordinator has completed all of the actions identified in the Unnumbered Letter, "Freedom of Information Act Request Processing and Information, dated May 22, 2015.

The State Office FOIA Coordinators will follow the action items listed below:

### **Action 1**

The State Office FOIA Coordinator will utilize FOIAXpress to process all FOIA requests

- Create electronic case folder and store requester details
- Assign requests to their self, transfer requests to another office.
- Add copies of the request, signed and dated acknowledgement letter, unredacted responsive records, redacted responsive records which are highlighted to reflect proposed redactions, fully redacted responsive records, written communications, and complete final signed and dated response letter.
- Apply estimated costs and generate search fee estimates.
- Confirm exemption codes to be applied to responsive documents.
- Close or amend requests.
- Generate reports, as needed.

### **Action 2**

The State Office FOIA Coordinator will review training opportunities and reference FOIA and Privacy Act information available on the Department of Justice's FOIA Internet website and the Office of Management and Budget's Privacy Act website.

The State Office FOIA Coordinator will complete the "Freedom of Information Act Training for 2014" which may be accessed through AgLearn.

### **Action 3**

The State Office FOIA Coordinator will annotate exemption (s) on responsive documents containing redactions through the use of Adobe Pro X or the FOIAXpress redaction tool to properly redact and annotate which FOIA exemption is being utilized when a FOIA exemption is applied to documents released to the public in response to a FOIA request.