



The Office of Administration, whose sole function is to advise and assist the President, and which has no substantial independent authority, is not subject to FOIA and related authorities. However, these pages have been maintained due to the Presidential Records Act.

## OFFICE OF ADMINISTRATION (OA) FREEDOM OF INFORMATION ACT IMPROVEMENT PLAN

The mission of the Office of Administration (OA), Executive Office of the President (EOP) is to provide common administrative support and services to all components of the EOP, except for such services provided primarily in direct support of the President. Upon request, OA assists the White House Office in performing its role of providing those administrative services which are primarily in direct support of the President.

Consistent with Executive Order 13,392, *Improving Agency Disclosure of Information*, Section 3(c), OA, submits the following report.<sup>1</sup>

### A. OA FOIA OPERATIONS

OA annually receives an average of 70 Freedom of Information Act (FOIA) requests. Of those, approximately 90% are requests for records from organizations that are not subject to the FOIA, or for records that are not under OA's custody and control. The OA FOIA Officer routinely works directly with requesters to clarify the types of records sought, and the organizations from which records are sought. Most of the requests are either withdrawn or are for information for which the OA has no responsive documents. The OA FOIA Officer processes all OA FOIA requests, and works closely with the Chief FOIA Officer.

Consistent with E.O. 13,392, the Director, OA, designated the OA Deputy General Counsel as the Chief FOIA Officer. Given the existing staff and resources available to OA, and the small number of FOIA requests OA annually receives for OA records, the OA Chief FOIA Officer serves as both the manager of the FOIA Service Center and the OA Public Liaison for FOIA.

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<sup>1</sup> OA does not concede that it is Federal agency for purposes of the FOIA. OA has processed FOIA requests as a matter of administrative discretion.

The OA public website includes a Handbook for FOIA Requestors<sup>2</sup> containing the following helpful guidance:

- Information about OA, its mission and functions;
- Links to other EOP websites;
- Details on how to submit FOIA requests to OA;
- Address and contact information;
- Information on Privacy Act requests;
- A link to the OA FOIA regulation; and
- Links to commonly-requested documents

Given the small number of FOIA requests that OA receives each year, existing procedures are entirely adequate to process all requests in a timely manner. If a requester seeks documents that may take OA longer than the prescribed 20 days to process, the OA FOIA Officer sends the requester an interim letter, informing the requester of the receipt of the request and of OA intent to provide the information in a timely manner, as circumstances permit. When OA has no responsive documents, the FOIA Officer advises requestors concerning alternative government entities that may possess responsive documents. In cases where the requested information is exempt from disclosure under one or more FOIA exceptions, OA provides requestors with an explanation as to why the information is exempt from disclosure.

## B. AREAS SELECTED FOR REVIEW

1. OA FOIA Regulations
2. Handbook for FOIA Requestors

## C. SUMMARY OF RESULTS OF REVIEW/AREAS CHOSEN FOR IMPROVEMENT

Should OA continue to process FOIA requests, it may revise the OA FOIA Regulations as well as the Handbook for FOIA Requestors.

## D. AREAS SELECTED FOR IMPROVEMENT

1. OA FOIA Regulation
2. Handbook for FOIA Requestors

## E. DETAILED PLANS FOR IMPROVEMENT

1. OA FOIA Regulation  
The regulations may be updated to reflect the E-FOIA provisions more accurately, the current structure of the OA, and the distinction between OA and the other EOP components. Also, the regulations may create a second track for FOIA requests that may involve extensive processing time. Although OA does not have a backlog, these

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<sup>2</sup> <http://www.whitehouse.gov/oa/foia/handbook.html>

measures should further improve efficiency. These changes are expected to be completed within one (1) year of the submission of this report.

2. Handbook for FOIA Requestors

Update the handbook consistent with applicable laws, regulations, other guidance, and organizational changes with OA and the EOP. These changes would be completed within one (1) year of the submission of this report.

F. DATES FOR IMPROVEMENT

Should OA continue to process FOIA requests, OA expects to complete the above improvements on or before December 31, 2007.