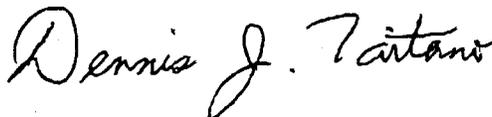


For: State Offices and National FOIA Offices

State FOIA/Privacy Act Officers' Biweekly Teleconference Calls

Approved by: Acting Administrator



1 Overview

A Background

In FY 2008, FSA began holding teleconference calls every other week for State FOIA/Privacy Act Officers to discuss FOIA, Privacy Act, and information-access request-related personally identifiable information (PII) issues of interest to State FOIA/Privacy Act Officers.

B Purpose

This notice provides guidance about the following teleconference calls changes:

- purpose and format
- status.

2 Changes Made to the Purpose and Format of Teleconference Calls

A Purposes of Teleconference Calls

The purposes of the teleconference calls have been expanded to include the following:

- discussing FOIA, Privacy Act, and information-access request-related PII issues of interest to State FOIA/Privacy Act Officers
- providing a regular forum for State FOIA/Privacy Act Officers to interact with their colleagues and the National FOIA Offices staff
- improving the coordination of FSA's FOIA, Privacy Act, and PII programs, to improve FSA's ability to respond to information-access requests "with a single voice" regardless of where, geographically, they are filed

Disposal Date	Distribution
October 1, 2009	State Offices and National FOIA Offices

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2 Changes Made to the Purpose and Format of Teleconference Calls (Continued)

A Purposes of Teleconference Calls (Continued)

- providing continuing training to State FOIA/Privacy Act Officers on issues associated with processing requests for access to FSA information
- alerting State FOIA/Privacy Act Officers to administrative changes (or issues of import) impacting their processing of information-access requests.

B Format of Teleconference Calls

Teleconference call length and frequency remain unchanged. Teleconference calls are generally scheduled for every other Wednesday, from 2 to 3 p.m. e.t. The call format has been changed to the following:

- first 30-35 minutes are devoted to discussing FOIA, Privacy Act, and PII issues of interest to the State FOIA/Privacy Act Officers
- next 15-20 minutes are devoted to providing training, as follows:
 - to State FOIA/Privacy Act Officers
 - by principals and staff at the National level
 - on FOIA, Privacy Act, and PII issues of importance to processing FSA information-access requests
 - supplemented by training materials that can be shared with County Offices to improve their understanding of the issues and processes being addressed
- last 5-10 minutes, as time and need permit, to make administrative announcements.

C Status of Teleconference Calls

The status of the calls has been changed from optional to **required** for State Office employees ~~formally~~ designated as State FOIA/Privacy Act Officers.

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3 Action

A State Office Action

State FOIA/Privacy Act Officers **must**:

- attend scheduled teleconference calls if they are in duty status on the days on which calls are being held and have access to an office telephone
- ensure that an acting State FOIA/Privacy Act Officer attends any scheduled teleconference calls that are held when the permanent officer is not able to attend for **any** reason
- report their attendance on teleconference calls by sending an e-mail to Donna Smith at **donnae.smith@wdc.usda.gov** within 2 workdays of the date of the call
- provide their e-mail address to the Kansas City National FOIA Office by e-mail to **john.underwood@kcc.usda.gov** to be included in the e-mail list to receive announcements about scheduled teleconference calls if they are **not** already on the list
- share training materials provided during teleconference calls with County Offices whenever appropriate.

B Kansas City National FOIA Office Action

The Kansas City National FOIA Officer shall continue to do the following:

- compile teleconference call agendas and follow-up summary reports
- issue announcements of, and reports on, scheduled teleconference calls
- facilitate teleconference calls.

Staff at the Kansas City National FOIA Office shall continue to attend regularly scheduled teleconference calls.

C Washington, DC, National FOIA Office Action

The FSA National FOIA Officer shall coordinate providing training to State FOIA/Privacy Act Officers for scheduled teleconference calls. Staff at the Washington, DC, National FOIA Office shall continue to attend regularly scheduled teleconference calls.

D Contacts

For questions about this notice, contact Sue Ellen Sloca, FSA National FOIA Officer, by either of the following:

- e-mail to **sueellen.sloca@wdc.usda.gov**
- telephone at 202-720-1598.