

**FREEDOM OF INFORMATION ACT (FOIA) CHIEF FOIA OFFICER REPORT  
MILLENNIUM CHALLENGE CORPORATION (MCC)**

**I. Steps Taken to Apply the Presumption of Openness.**

**1. Describe below the steps your agency has taken to ensure that the presumption of openness is being applied to all decisions involving the FOIA.**

Due to the small number of FOIA requests received by MCC, the agency has a small FOIA Office in which each member has been trained on the President's FOIA memorandum and the Attorney General's FOIA Guidelines in order to ensure a presumption of openness.

Since the issuance of the new FOIA Guidelines, MCC has, when feasible, created documents in order to fully grant requests, instead of denying requests due a lack of records. On two FOIA requests MCC voluntarily provided the requester with relevant information even though no document existed.

**2. Report whether your agency shows an increase in the number of requests where records have been released in full or where records have been released in part when compared with those numbers in the previous year's Annual FOIA Report.**

In FY2008, MCC granted three requests in full, ten requests in part and denied four requests. In FY2009, MCC granted five requests in full, 16 requests in part and denied eight requests. So far in FY2010, MCC has granted five requests in full, two requests in part and has denied two requests. Each request denial listed above was due to a lack of records for the request, not citing an exemption. In FY2010, MCC has made an effort to create documents specifically for FOIA requests, when information is available, in order to grant more requests in accordance with the presumption of openness.

**II. Steps Taken to Ensure that Your Agency has an Effective System for Responding to Requests.**

**Describe the steps your agency has taken to ensure that your system for responding to requests is effective and efficient.**

MCC's FOIA Office created a new database to track and facilitate effective and efficient responses to all requests. MCC's FOIA Office works with the IT department to ensure the FOIA Office's support requirements are met. The FOIA Office has received sufficient support to maintain and efficiently utilize the new database. The database is a valuable to help MCC's FOIA Office enforce internal deadlines for documents so that the FOIA Office can meet the 20 business day statutory response requirement.

**III. Steps Taken to Increase Proactive Disclosures.**

**Describe the steps your agency has taken to increase the amount of material that is available on your agency website, including providing examples of proactive disclosures that have been made since issuance of the new FOIA Guidelines.**

MCC as an agency strives to operate as transparently as possible. MCC voluntarily posts a large number of legal agreements, including compacts and threshold program documents, guidance papers and relevant business information on its website. MCC's FOIA Office continues to add information of interest to the Reading Room portion of the website, for example, MCC's Selection Criteria and Methodology Report for Fiscal Year 2009 and information related to the results achieved by our programs.

**IV. Steps Taken to Greater Utilize Technology.**

1. **Does your agency currently receive requests electronically? Yes.**
2. **If not, what are the current impediments to your agency establishing a mechanism to receive requests electronically? N/A**
3. **Does your agency track requests electronically? Yes, using Microsoft Access.**
4. **If not, what are the current impediments to your agency utilizing a system to track requests electronically? N/A**
5. **Does your agency use technology to process requests? Yes.**
6. **If not, what are the current impediments to your agency utilizing technology to process requests? N/A**
7. **Does your agency utilize technology to prepare you agency's Annual FOIA Report? Yes.**
8. **If not, what are the current impediments to your agency utilizing technology in preparing your Annual FOIA Report? N/A**

**V. Steps Taken to Reduce Backlogs and Improve Timeliness in Responding to Requests.**

MCC had a backlog of four requests at the end of FY2008 and a backlog of one request at the end of FY2009. The date of MCC's oldest pending request as of the end of FY2009 was January 14, 2009. MCC has reduced its backlog by creating a new database to track requests and facilitate quicker responses and no longer has a backlog of FOIA requests. MCC's FOIA office is striving to respond to each FOIA request within the 20 business day statutory requirement and has succeeded in this effort for every request received thus far in FY2010.