

**FREEDOM OF INFORMATION ACT (FOIA) FY 2011 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.

MCC has done all it can to apply the presumption of openness. Due to the small number of FOIA requests we receive, and the fact that we post a multitude of information on our public web site, there is nothing else for us to do.

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. MCC has not released information that is covered by an exemption. Most of MCC's denials involve situations where no records exist. Others involve propriety information. MCC has released all information it possibly can in accordance with the FOIA and the policy of openness.

**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 FY2009, MCC granted five requests in full, 16 requests in part and denied eight requests. In FY2010, MCC granted eight requests in full, nine requests in part and denied five requests. So far in FY2011, MCC has granted three requests in part and has denied one request. All but one request denial was due to a lack of records for the request, not citing an exemption. In FY2011, 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.

MCC's FOIA professionals do interact with the Open Government Team. Since MCC is small agency, less than 300 employees, there is a natural synergy on FOIA and open government issues. MCC posts to its public website almost every piece of information related to our compact and threshold programs, including data showing the results of our programs.

MCC has an attorney and administrative staff member that manage the FOIA program as part of their duties. Due to the number of FOIA requests MCC receives this is more than adequate.

**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 maintains a 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 database. The database is a valuable resource 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 Reports and information related to the results achieved by our programs.

MCC is also using social media to inform the public about what MCC is doing around the world. Every time MCC enters into a new grant agreement the agreement is immediately posted to our public web site.

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

**1. Electronic receipt of requests:**

- a. What proportion of the components within your agency which receive FOIA requests have the capability to receive such requests electronically?** MCC has only one component and it has always been able to receive requests electronically.
- b. To what extent have you increased the number of components doing so since the filing of you last Chief FOIA Officer Report?** See response to a.
- c. What methods does your agency use to receive requests electronically?**  
Email.

**2. Electronic tracking of FOIA requests:**

- a. What proportion of components within your agency which receive FOIA requests have the capability to track such requests electronically?** MCC tracks all requests electronically.
- b. To what extent have you increased the number of components doing so since the filing of your last Chief FOIA Officer Report?** See response to a
- c. What methods does your agency use to track requests electronically?**  
A commercial database program.

3. **Electronic processing of FOIA requests:**
  - a. **What proportion of components within your agency which receive FOIA requests have the capability to process such requests electronically?**  
MCC has the capability to process requests electronically.
  - b. **To what extent have you increased the number of components doing so since the filing of your last Chief FOIA Officer Report?** See response to a
  - c. **What methods does your agency use to process requests electronically?**  
A commercial software program.
4. **Electronic preparation of your FOIA Annual Report:**
  - a. **What type of technology does your agency use to prepare your agency Annual FOIA Report, i.e., specify whether the technology is FOIA-specific or a generic data-processing system.** MCC uses a combination of commercial software programs to prepare its Annual Reports. MCC utilizes the FOIA-specific templates provided by DOJ's OIP to prepare the FOIA Annual Report and to convert the report to XML for proper online posting.
  - b. **If you are not satisfied with your existing system to prepare your Annual FOIA Report, describe the steps you have taken to increase your use of technology for next year.** MCC is satisfied with its current system for preparing Annual FOIA Reports.

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

MCC had a backlog of one request at the end of FY2009 and a backlog of zero requests at the end of FY2010. 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 FY2011.

VI. **Spotlight on Success.**

A recent FOIA requester sought a large number of travel records. MCC could have easily denied the request because the information did not exist. Instead, MCC worked with its travel service provider and created a document that responded to the FOIA.