

**CHIEF FOIA OFFICER REPORT**  
**PRESIDIO TRUST – 2017**

Chief FOIA Officer: Andrea M. Andersen, Deputy General Counsel

The Presidio Trust (“Trust”) continued to administer its Freedom of Information Act (“FOIA”) operations with a presumption of openness and disclosure. The Trust’s FOIA staff worked with other Trust departments to make them aware of their obligations under the FOIA and to encourage proactive disclosure of records in an effort to make information of public interest easily available consistent with the Trust’s openness policy. The Trust expanded its use of modern technology to make information public by increasing the scope of agency documents it proactively posted online at <http://www.presidio.gov/>, including strategy, planning and compliance documents for all active Trust projects; comprehensive environmental documents, environmental impact reports, environmental assessments, water quality reports, and a data base of all National Environmental Policy Act determinations (including Categorical Exclusions); budgets, budget justifications, and other financial documents; and all corporate governance documents such as Board minutes, resolutions and policies. Beyond these steps to increase proactive disclosure, the Trust publicized through social media important disclosures for public awareness. The FOIA staff continue to work with IT, public affairs, and communications teams to determine whether there are new ways to post agency information online.

In 2017, the Trust conducted an assessment of its FOIA regulations and procedures and revised processing protocols to ensure continued efficient administration of its FOIA program. The Trust administered the FOIA in the spirit of cooperation by responding promptly to document requests. Within five days of receiving a FOIA request, the Trust acknowledged, in writing, receipt of the request and specified the date by which the requester could expect responsive documents. The Trust assigned an individualized tracking number to all requests, and provided the requester with the tracking number and contact information – phone number and address – of the Trust’s FOIA Liaison in the event the requester wished to inquire about the status of their request or to ask questions in connection with their request. If the request was deficient in any way, the FOIA Liaison telephoned and/or wrote the requester to discuss the deficiencies of the request and remedies to correct those deficiencies.

The Trust has conducted basic FOIA training during various staff meetings as well as trained members of the Trust Board of Directors on the FOIA and the presumption in favor of document release. Trust personnel understand the time sensitivity of FOIA requests and understand the key role they play in responding promptly to document requests. The Trust’s Chief FOIA Officer has ensured that FOIA staff have sufficient tools to respond efficiently to requests. The Trust did not have a backlog in 2017.

Over the last year, the Trust continued to improve the administration of its FOIA program by applying the principals articulated in the Department of Justice’s 2009 FOIA Guidelines – operating with a presumption of openness, increasing proactive disclosures, utilizing technology, and improving timeliness and ensuring there is no backlog.