



Office of the General Counsel

UNITED STATES OF AMERICA  
FEDERAL TRADE COMMISSION  
WASHINGTON, D.C. 20580

**FEDERAL TRADE COMMISSION  
UPDATED FOIA STATUS REPORT  
JULY 2008**

**1. FOIA Improvement Plan area to which this deficient milestone relates.**

Training. The agency was deficient in meeting some of its goals with respect to training all agency staff.

**2. Deficient milestone and the original target date from the FOIA Improvement Plan.**

The agency milestone was to complete training all headquarters staff by April 30, 2007 and all regional office staff by June 15.

**3. Steps taken to correct the deficiency and the dates by which the steps were completed.**

Although we did not meet the milestone dates for training all agency staff, we took several steps to ensure that training materials were provided to all staff. First, the chief FOIA officer distributed a memo to all staff that detailed staff obligations under the FOIA and provided

who have the most contact with FOIA requests, and that practice has continued. Third, all new professionals attend a training seminar; and the Office of General Counsel provides basic FOIA training at the seminar. Fourth, we created an intranet website with relevant materials available to all staff that provides guidance on FOIA obligations and procedures. Finally, we have hired additional employees; and by the end of the year the FOIA office will be fully staffed. In addition, we have hired a coordinator to review routine FOIA requests and assist in administrative matters which will allow senior staff to devote time for training. Thus, while the training objective has not been fully met, we believe that the training and efforts which have occurred have continued to result in a decrease in agency staff response times for addressing FOIA requests.

**4. Future remedial steps and the dates by which the steps will be completed.**

We are currently working with representatives throughout the agency to determine the best method for providing training to all employees. We anticipate completing this process by February 1, 2009.