



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

THE DIRECTOR

M-06-12

April 13, 2006

MEMORANDUM FOR HEADS OF DEPARTMENT AND AGENCIES

FROM: Joshua B. Bolten  
Director

SUBJECT: Follow-up Memorandum on "Implementation of the President's Executive Order 'Improving Agency Disclosure of Information'"

On December 14, 2005, the President issued Executive Order 13392, "Improving Agency Disclosure of Information" (attached). In the Order, the President directed each agency to ensure that its Freedom of Information Act (FOIA) operations are citizen-centered and results-oriented.

This is a follow-up to the Deputy Director's memorandum to you of December 30, 2005 (M-06-04, "Implementation of the President's Executive Order 'Improving Agency Disclosure of Information'"), which is attached. In that memorandum, the Deputy Director summarized the Order's requirements and highlighted its upcoming deadlines for agency action.

Agencies have begun implementing the Order. In January, each agency designated its Chief FOIA Officer. A list of these Officers is available on the Justice Department's website at: <http://www.usdoj.gov/04foia/chieffoiaofficers.html>. Any agency that has not already done so is also in the process of establishing their FOIA Requester Service Centers and designating their FOIA Public Liaisons, as the Order requires.

One of the Order's central requirements is that each agency conduct a review of its FOIA operations and prepare a plan for improving them. Under the Order, each agency is required, by **June 14, 2006**, to have completed its review and plan. The Order requires that each agency's plan include "concrete milestones, with specific timetables and outcomes to be achieved" by your agency in FY06 and FY07. Among other things, the plan must include "specific activities that the agency will implement to eliminate or reduce the agency's FOIA backlog." By June 14, each agency must submit a report to the Justice Department and OMB (with a copy posted on its website) that summarizes the results of its review and encloses a copy of its plan.

Thank you for your assistance in ensuring the success of this important Presidential initiative. If your staff should have any questions regarding the EO and its implementation, they may call Daniel J. Metcalfe, Director of the Department of Justice's Office of Information and Privacy, at 202.514.FOIA. If your staff should have any questions for OMB, they may call Dan Costello, in the Information Policy and Technology Branch of OMB's Office of Information and Regulatory Affairs, at 202.395.7857.

[Attachment](#)