

■ ■ ■ ■ ■ ■ ■

# Appraisal Subcommittee

*Federal Financial Institutions Examination Council*

**Appraisal Subcommittee of the Federal Financial  
Institutions Examination Council (ASC)**

**2017 Chief FOIA Officer's Report  
February 9, 2017**

**Alice M. Ritter, General Counsel and Chief FOIA Officer**

The ASC processes less than 50 FOIA requests a year with zero requests in FY16. ASC staff attributes the low number of FOIA requests to ASC policy to make public, via the ASC website, all State Compliance Review Reports and ASC Open Meeting Minutes as soon as they are finalized. All of these items have been public since the ASC created a website in 1997. We believe that proactively posting all of these documents is the main reason that we do not receive an excessive amount of FOIA requests.

The ASC is in the process of redesigning its website to make a separate area for FOIA information with the goal to make it easier for the public to search for documents. In this section, we will post our FOIA regulations, instructions on how to submit a FOIA request, staff FOIA contact information, and Annual FOIA Reports and Chief FOIA Officer Reports. We expect to have the new website available to the public by mid-2018.

The ASC maintains a FOIA Log dating from 2012 to present. Incoming FOIA requests are recorded on this log by the Management and Program Analyst noting who is responsible for compiling the data as well as the due date of the request. If any part of the FOIA request is unclear, ASC staff will contact the requestor to get clarification. All FOIA responses are reviewed, approved and signed by the Chief FOIA Officer.

ASC staff did attend its first Chief FOIA Officer Roundtable meeting last year and found it very helpful. We hope to be invited to future Roundtables. The ASC will also research training opportunities for the General Counsel and Management & Program Analyst who oversee the FOIA program for the ASC.

While our program is very small, we believe we have been very responsive to all FOIA requests received and make it clear to requestors on how to appeal should they wish to do so.