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Appraisal Subcommittee

Federal Financial Institutions Examination Council

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

**2019 Chief FOIA Officer's Report
January 18, 2019**

Alice M. Ritter, General Counsel and Chief FOIA Officer

The ASC processes less than 50 FOIA requests a year with four requests in FY18. 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 its website in 1997.

The ASC will be redesigning its website in the future 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. While we had planned to redesign the ASC website in 2018, the project has been pushed back due to fiscal constraints indefinitely.

The ASC maintains a FOIA Log to record all incoming FOIA requests to ensure that all requests are responded to. The Management and Program Analyst records the information 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.

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.