

**CHIEF FOIA OFFICER REPORT**  
**PRESIDIO TRUST – 2016**

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

The Presidio Trust (“Trust”) administered its Freedom of Information Act (“FOIA”) operations with a presumption of disclosure and openness. The Trust took affirmative steps to make information public by utilizing modern technology and systematically posting documents of public interest online at <http://www.presidio.gov/>, including Board minutes, resolutions and policies; annual reports; financial documents; the Performance and Accountability Report; strategic plans; land use planning documents for active projects; a database of all National Environmental Policy Act determinations; environmental assessments; and environmental impact reports. In addition to taking these steps to increase proactive disclosure, the Trust opted to release all information sought, even though portions of some requested documents fell within the scope of a FOIA exemption. The Trust did not withhold information merely because it could do so as a technical or legal matter. In 2016, the only FOIA exemption the Trust applied was exemption #6 to protect the privacy interest of an individual by withholding individuals’ Social Security numbers, personal email addresses, phone numbers and home street addresses.

The Trust has administered the FOIA in the spirit of cooperation by responding promptly and efficiently to document requests. Within five days of receiving a FOIA request, the Trust acknowledges, in writing, receipt of the request and specifies the date by which the requester can expect responsive documents. The Trust assigns an individualized tracking number to all requests, and provides the requester with the tracking number and contact information – phone number and address – of the Trust’s FOIA Liaison in the event the requester wishes to inquire about the status of their request or to ask questions in connection with their request. If the request is deficient in any way, the FOIA Liaison will telephone the requester to discuss the deficiencies of the request and to explain how to correct those deficiencies, and will then follow up in a letter to the requester.

Trust personnel understand the key role they play in responding promptly to FOIA requests and understand that producing responsive documents typically will trump other pending work. The Trust’s Chief FOIA Officer has ensured that FOIA staff have sufficient tools to respond promptly to requests – when necessary, temporary help has been employed to assist with document production. The Trust did not have a backlog in 2016.

While there is room for improvement in many government functions, the Trust’s has taken seriously its obligation to comply with presidential memoranda and Department of Justice guidance regarding accountability through transparency and having an effective system in place for responding to FOIA requests promptly – this is precisely how the Trust administers its FOIA program.