

## **FOIA IMPROVEMENT PLAN OF THE SURFACE TRANSPORTATION BOARD: UPDATED STATUS REPORT**

1. Identify the FOIA Improvement Plan area to which your deficient milestone relates.

The Board reported a deficiency in two areas:

- Web page improvement/FOIA Reference Guide
- FOIA staff search process

2. Identify the deficient milestone (including the original target date listed in the agency's FOIA Improvement Plan).

- A FOIA Reference Guide was to be completed and posted on the website by December 31, 2006.
- A memo to STB staff describing "Best Practices" for maintaining/storing records that may be subject of a FOIA request was to be developed and distributed by November 30, 2006.

3. Describe the specific steps you have taken to date to correct the deficiency, including the dates by which you completed these steps (this should include every corrective step listed in your FY06 Annual FOIA Report that you have since completed).

- The FOIA Reference Guide was posted on the website on February 7, 2007. After the STB relocated to new headquarters in early March, the Guide was updated to reflect move-related changes.
- The Best Practices memo was distributed to staff on February 27, 2007. In addition to addressing the maintenance and storage of records, the memo explained the procedures to be followed by staff in searching for records in response for a FOIA request. An updated memo, reflecting move-related changes, was sent to staff on March 20, 2007.

4. Describe any additional steps that you will be taking in the future to correct the deficiency, including the dates by which you will complete these steps (this should include every corrective step listed in your FY06 Annual FOIA Report that you have not yet completed).

Not applicable.