



U.S. Election Assistance Commission  
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[www.eac.gov](http://www.eac.gov)

## **2017 Chief FOIA Officer Report (Small-Volume Agency)**

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The U.S. Election Assistance Commission (EAC) is committed to making the fullest possible disclosure of records to the public, consistent with the rights of individuals to privacy, the rights of individuals and other entities with respect to trade secrets and commercial or financial information entitled to privileged and confidential treatment, and the need for the Commission to promote free internal policy deliberations and to pursue its official activities without undue disruption. In the interest of efficiency and economy, the Commission's preference is to furnish records to requesters in electronic format, when possible.

### **Training**

In fiscal year 2016, staff participated in the following training to promote EAC compliance with FOIA:

- DOJ FOIA training for attorneys and access professionals.
- DOJ Office of Information Policy (OIP) meetings of Chief FOIA Officers Council and FOIA Counsels to understand new reporting and compliance requirements.
- Records Management in Government Training – Focusing on email as a record and complying with the provisions of OMB M-12-18. Specifically, managing email records of current and former employees in a manner that supports searching in response to information requests, including FOIA.
- Email communications training for all staff to be aware of the impact of FOIA requirements.
- Privacy Act Training for all staff. Topics covered included Privacy Laws, Recognizing Privacy Act Records, Handling Privacy Act Information, Understanding Rights of Access, Foiling Information Thieves and Protecting Privacy Information. The training program provides employees and contractors with information about the laws that regulate all Privacy Programs and EAC's policies on how privacy protected information should be identified and handled.

## **Informing the Public**

The EAC continuously engages and seeks to inform election officials, voters, lawmakers, and other stakeholders. Through media outreach, the EAC.gov website, social media, videos, reports and Sunshine Act Notices, the EAC provides relevant and timely information about the administration of elections. This includes:

**Media Outreach** – The EAC actively engages media through press releases, fact sheets, event advisories, and expert interviews. This outreach encompasses direct outreach to national, state and local press.

**EAC.gov** – The commission is poised to launch a new website in spring 2017. This new site places the vast resources available on the EAC.gov website into a more cutting-edge, user-friendly design. The EAC website receives more than a million visitors a year, including voters and election officials accessing the commission's unparalleled clearinghouse of election and voting system information. The site also houses the EAC's blog, serves as the hub for its media relations efforts and serves as the portal for FOIA and other requests. The website features a user-driven notification system that allows visitors to customize how they receive information from the EAC.

**Social Media** – The EAC uses Facebook, Twitter and YouTube to share information and interact with stakeholders. It also uses these platforms to amplify resources featured on its website and to share timely content such as livestreaming events and meetings. The commission also uses social media to highlight information shared by state and local election officials, as well as to engage these officials in real time.

**Videos** – The EAC produces a variety of different video products to serve election officials, voters and other stakeholders. From streaming, capturing and posting public meetings and other important election-related gatherings to producing short webinars about timely topics and election best practices, the EAC's produces video content that complements its vast online resources and provides increased public transparency.

**Sunshine Act Notices** – In compliance with federal law, the EAC ensures that every portion of every public meeting, except as otherwise provided in § 9407.5, is open to public observation and that the public is given advance notice ahead of these gatherings.

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