



U.S. Election Assistance Commission
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2018 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 2017, staff participated in the following training and meetings to promote EAC compliance with FOIA:

- DOJ Office of Information Policy meeting of Chief FOIA Officers Council and FOIA Counsels to develop recommendations to increase agency compliance and efficiency and sharing best practices and innovative approaches in light of the FOIA Improvement Act of 2016 amendments.
- Meetings and review of EAC information for the new National FOIA Portal.
- Records Management 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.

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 launched a new website in March 2017. The EAC's new online presence has allowed the Commission to better fulfill its HAVA mandate as a national clearinghouse of information on election administration. The site better showcases our resources and is easier for election officials and voters to navigate. 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. EAC's Facebook following grew by 254 percent in the last year and our Twitter following grew by over 135 percent, broadening the audience of people in our online community who are among the first to know about new products and resources.

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. In fiscal year 2017, topics included cybersecurity, helping veterans with disabilities in the voting process, and best practices for voter list maintenance.

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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