# IC FOIA Difficult Issues Forum

## Agenda

## 23 March 2015

| Meeting Information | |
|---|---|
| **Meeting Time/Location:** | 12:00 – 2:00 p.m., (b)(3) |

| **Agenda** | **Welcome and Opening Comments**: 12:00 – 12:10 p.m. (b)(3), (b)(6) Chair) |
|---|---|

**Updates:** 12:10 – 12:20 p.m. (b)(3), (b)(6) ODNI/FOIA)

- Intellipedia
- FOIA Portal

**Discussion:** 12:30 – 1:00 p.m.

- Referral/Consultation Process
- IC Collaboration to Facilitate Consultation Process
  - (b)(3)

**Discussion:** 1:00 – 1:30 p.m.

- FOIA Information requests from Foreign Governments on behalf of citizen requests
  - How does your agency respond to these requests?
  - What information is released, if any?
  - What is the response time?

**Discussion:** 1:30 – 1:50 p.m.

- What is your most challenging case/issue?

**Wrap up:** 1:50 – 2:00 p.m.

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# IC FOIA Difficult Issues Forum

## Agenda

## 22 June 2015

| Meeting Information | |
|---|---|
| **Meeting Time/Location:** | 12:00 – 2:00 p.m., (b)(3) |

| Agenda | **Welcome and Opening Comments:** (b)(3), (b)(6) Chair |
|---|---|
| | |
| | **Discussion:** |
| | |
| | 1. Use of Intelink SharePoint (IntelShare) |
| |     • Air Force Briefing (VTC) |
| | |
| | 2. Use of Consultations between Agencies |
| |     • Agency Consultations – Email vs. Hardcopy |
| | |
| | Ascertain if Intelink SharePoint and Agency Consultations will work for your agency. |
| | |
| | **Next Meeting**: 21 September, 12:00 -2:00 p.m., (b)(3) |
| | 1. Follow up on Intelink SharePoint and Agency Consultations – What did your agency say? |
| | 2. Topic: Narrowing the scope of the request and the importance of narrowing the scope |

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# FOIA Difficult Issues Forum
## Sign-in Roster

9-Jun-15

## 22-Jun-15

| Sign-in | Element | Last Name | First Name | Area of Expertise | Secure Phone | Unsecure Phone | JWICS Secure E-Mail | Unsecure E-mail |
|---|---|---|---|---|---|---|---|---|
| | CIA | (b)(3), (b)(6) | | FOIA | (b)(3), (b)(6) | | | |
| | CIA | | | FOIA | | | | |
| | DIA | (b)(3), (b)(6) | | Deputy General Counsel for Mission Services, Science & Technology | (b)(3), (b)(6) | | | (b)(3), (b)(6) |
| | DIA | | | FOIA | | | | |
| | DIA | | | FOIA | | | | |
| | DIA | | | Chief, FOIA and Declassification Services Office | | | | |
| | DoD | (b)(6) | | FOIA | (b)(6) | | | (b)(6) |
| | FBI | | | FOIA | | | | |
| | FBI | | | FOIA | | | | |
| | FBI | | | Assistant General Counsel FOIA Litigation Unit | | | | |

# FOIA Difficult Issues Forum
## Sign-in Roster
## 22-Jun-15

| Sign-in | Element | Last Name | First Name | Area of Expertise | Secure | Unsecure | JWICS E-Mail | Unsecure E-mail |
|---|---|---|---|---|---|---|---|---|
| | NGA | (b)(3) (b)(6) | | FOIA | (b)(3) (b)(6) | | | |
| | NGA | | | | | | | |
| | NGA | | | FOIA | | | | |
| | NGA | | | FOIA | | | | |
| | NRO | | | CIO/IMSO/IRRG | | | | (b)(3) (b)(6) |
| | NRO | | | CIO/IMSO/IRRG | | | | |
| | NSA | | | D/Chief DJ4 | | | | |
| | NSA | | | FOIA Team | | | | |
| | NSA | | | FOIA Team | | | | |
| | State | (b)(6) | | FOIA | | | | (b)(3) |
| | State | | | Dep Dir, Office of Info Programs and Services | (b)(6) | | | (b)(6) |
| | ODNI | | | OGC | | | | |
| | ODNI | | | OGC | | | | |

| | | (b)(6) | | | (b)(6) | | | |
|---|---|---|---|---|---|---|---|---|
| | ODNI/IMD | | | FOIA | | | | |
| | ODNI/IMD | | | FOIA | | | | |
| | ODNI/IMD | | | FOIA | | | | |
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**23 March 2015**

**Foreign National FOIA Requests**

1. ▮(b)(1), (b)(3)▮ government, ▮(b)(1), (b)(3)▮ forwards documents responsive to FOIA requests submitted by one of their citizens ▮(b)(1), (b)(3)▮ They are concerned because they are not getting a response in a timely manner.

2. The documents are foreign government documents that contain USIC information.

3. ▮(b)(3), (b)(5)▮

4. ▮

Ask the folks around the table what their agency does. We will compile a spreadsheet that we will share for reference purposes. ▮(b)(5)▮

▮(b)(1), (b)(3)▮

▮(b)(3)▮

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OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G   I N T E L L I G E N C E   I N T E G R A T I O N

## (U) Intelligence Community
## IC FOIA Difficult Issues Forum

**Date**: 22 June 2015

**Time**: 12:00 – 2:00 p.m.

**Location**: (b)(3)

(U//FOUO)

| | |
|---|---|
| (b)(3), (b)(6) ODNI/CIO/IMD, Chair | (b)(3), (b)(6) NSA |
| (b)(3), (b)(6) CIA | (b)(6) DOE |
| (b)(3), (b)(6) CIA | (b)(3), (b)(6) ODNI/CIO/IMD |
| (b)(3), (b)(6) DIA | ODNI/CIO/IMD |
| (b)(6) FBI | DNI/CIO/IMD |
| (b)(3), (b)(6) NGA | (b)(3), (b)(6) ODNI/CIO/IMD |
| (b)(3), (b)(6) NRO | (b)(3), (b)(6) ODNI/CIO/IMD |
| (b)(3), (b)(6) NSA | |

1. (U//~~FOUO~~) Session Summary. The CIO Information Management Division led the fourth gathering of senior-level FOIA officers from the Big-6 to address the use of technology already available to the U.S. Government to improve the process of referrals/consultations. The National Air & Space Intelligence Center provided a one hour briefing and demonstration of DOD's Enterprise Referral Process using intelink Inteldocs SharePoint, a centralized collaborative environment at no cost to us. Inteldocs is easy to use and it's up to the agency to have specific rules and policy for how long documents are on intelink and when to pull them out. There were questions and answers throughout the briefing and lively discussion on the details of the technology. DOD has been using this technology for the past five years. The FBI, who currently mails hard copy documents, is going to start using the tool and send a referral to the ODNI to test the technology. The FOIA officers will go back to their agency and ascertain if using Intelink Inteldocs for agency consultation will work for them.

2. (U//FOUO) Discussions then centered on using waivers, agencies should consider using them more. A questions was raised concerning multiple agencies receiving the same FOIA request, why process other agency documents, it difficult and time consuming – cases in point: (b)(3)

**23 March 2015**

**Intelink SharePoint (IntelShare)**

1. Intelink offers a SharePoint system to facilitate collaboration within the Intelligence Community. If you are interested in obtaining an Intelink SharePoint site, you can read the documentation at: ██(b)(3)████████████ on the high side.

    a. Governance
    b. Site Collection Administrators Agreement
    c. ICD501 Guidance

2. The service is offered using a self-service mode, where you are responsible for understanding SharePoint so you can maintain and administer your site collection. For tips on using SharePoint, there is a blog and tutorials.

3. You can request your own site collection.

4. Most users will request a TS/SI/TK site, but for special needs, you can request a HCS/G site.

5. If you have any issues, you can create a support ticket.

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

LEADING INTELLIGENCE INTEGRATION

## (U) Intelligence Community
## IC FOIA Difficult Issues Forum

**Date:** **Monday, 23 March 2015**
**Time:** **12:00 – 2:00 p.m.**
**Location:** (b)(3)

(U//FOUO)

| | | | |
|---|---|---|---|
| (b)(3), (b)(6) | ODNI/CIO/IMD Chair | (b)(3), (b)(6) | NRO |
| (b)(3), (b)(6) | CIA | (b)(3), (b)(6) | NSA |
| (b)(3), (b)(6) | DIA | (b)(6) | State |
| (b)(3), (b)(6) | DIA | (b)(6) | DOE |
| (b)(3), (b)(6) | DIA | (b)(6) | DHS/OGC |
| (b)(3), (b)(6) | DIA | (b)(3), (b)(6) | DNI/OGC |
| (b)(6) | DOD | | ODNI/OGC |
| (b)(6) | FBI | | ODNI/CIO |
| | FBI | | ODNI/CIO |
| (b)(3), (b)(6) | NRO | | |

## SUMMARY

1. (U) IC FOIA Difficult Issues Forum (DIF): The CIO Information Management Division hosted its third IC FOIA Difficult Issues Forum. This event was attended by 21 individuals representing 11 organizations. The agenda included discussions on Intellipedia, the White House FOIA Portal initiative, the FOIA referral/consultation process including possible collaborative solutions, FOIA requests from Foreign Governments on behalf of their citizens, and an open discussion on most challenging cases and issues. There was lively discussion throughout the meeting with full participation. All attendees value this forum because it affords the opportunity to address issues that affect many IC elements.

2. (S//NF) On the FOIA requests from Foreign Governments on behalf of their citizens: (b)(1), (b)(3), (b)(5), (b)(6)

3. (U) Highlights from the open discussion included:

a. The FBI reported concerns about the mosaic spider web approach, it keeps expanding and there are resource and sensitivity issues.

b. The group discussed the debate last week regarding publishing all FOIA requests and whether there will be an executive order or presidential memorandum.

c. OSD would like to know how many hours does it take to go through requests that are not worded correctly.

(b)(5)

ACTION:  DOD will schedule a briefing by the Air Force on their experience with intelink.  The briefing will be done via VTC.

# FOIA Difficult Issues Forum

## 27 Mar 2014

## Attendance Roster

| Sign in | Element | Last Name | First Name | Area of Expertise | Phone | Unsecure E-mail | Secure E-mail |
|---|---|---|---|---|---|---|---|
| | ODNI | Hudson | Jennifer | Director, IM Division | (b)(3) | | |
| | CIA | (b)(3), (b)(6) | | FOIA Legal | (b)(3), (b)(6) | | |
| | CIA | | | Information & Privacy Coordinator | | | |
| | CIA | | | FOIA | | | |
| | DIA | | | FOIA | | | |
| | DIA | | | FOIA | | | |
| | DIA | | | FOIA | | | |
| | DIA | | | OGC | | | |
| | FBI | (b)(3), (b)(6) | | Record Dissemination Section | (b)(3), (b)(6) | | |
| | NGA | (b)(3), (b)(6) | | FOIA/PA Program Manager | (b)(3), (b)(6) | | |
| | NRO | | | IRRG | | | |
| | NRO | | | IRRG | | | |

# FOIA Difficult Issues Forum

## 27 Mar 2014

## Attendance Roster

| Sign in | Element | Last Name | First Name | Area of Expertise | Phone | Unsecure E-mail | Secure E-mail |
|---|---|---|---|---|---|---|---|
| | NSA | (b)(3), (b)(6) | | Deputy Chief, DJ4 FOIA and Privacy Office | (b)(3), (b)(6) | | |
| | NSA | | | Chief, Doc Review | | | |
| | NSA | | | Chief, NSA FOIA and Privacy Office | | | |
| | NSA | | | FOIA | | | |
| | ODNI | | | OGC | | | |
| | ODNI | | | Chief, IRRG Branch | | | |
| | ODNI | | | Secretariat | | | |
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# IC FOIA Officers Information Day

## 19 Mar 2014

| Sign in | | ame | First Name | Area of Expertise | Unsecure Phone | Unsecure E-mail | Secure E-mail |
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| (b)(3), (b)(6) | DEA | (b)(3), (b)(6) | | | | | |
|  | DHS | | | | | | |
|  | DIA | | | | | | |
|  | DIA | | | | | | |
|  | DIA | | | | | | |

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| (b)(3), (b)(6) | | (b)(3), (b)(6) |
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| | DIA | |
| | DIA | |
| | DIA | |
| | DOE | |
| | DOE | |
| | DoJ | |

# Day

| Sign in | | me | First Name | Area of Expertise | Unsecure Phone | Unsecure E-mail | Secure E-mail |
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| | FBI | | | | | | |
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| (b)(3), (b)(6) | | (b)(3), (b)(6) |
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| | FBI | |
| | NARA | |
| | NARA | |
| | NARA | |
| | NARA | |
| | NARA | |

## 19 Mar 2014

| Sign in | | Name | First Name | Area of Expertise | Unsecure Phone | Unsecure E-mail | Secure E-mail |
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| (b)(3), (b)(6) | | (b)(3), (b)(6) | | | | | |
| | NARA | | | | | | |
| | NARA | | | | | | |
| | Navy | | | | | | |

| (b)(3), (b)(6) | | |
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| | Navy | |
| | NCTC | |
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| | NGA | |
| | NRO | |
| | NRO | |
| | NRO | |

# IC FOIA Officers Information Day

## Attendance Roster

| Sign in | | | ...ame | First Name | Area of Expertise | Unsecure Phone | Unsecure E-mail | Secure E-mail |
|---|---|---|---|---|---|---|---|---|
| (b)(3), (b)(6) | NRO | | (b)(3), (b)(6) | | | | | |
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| | NRO | | | | | | | |

| (b)(3), (b)(6) | | (b)(3), (b)(6) |
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| | NRO | |
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| | NSA | |
| | NSA | |
| | NSA | |

# IC FOIA Officers Information Day

## Attendance Roster

| Sign in | | Name | First Name | Area of Expertise | Unsecure Phone | Unsecure E-mail | Secure E-mail |
|---|---|---|---|---|---|---|---|
| (b)(3), (b)(6) | NSA | (b)(3), (b)(6) | | | | | |
| | NSA | | | | | | |
| | NSA | | | | | | |
| | NSA | | | | | | |

| (b)(3), (b)(6) | | (b)(3), (b)(6) |
|---|---|---|
| | NSA | |
| | NSS | |
| | ODNI | |
| | ODNI | |
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| | ODNI | |

# IC FOIA Officers Information Day

| Sign in | | ...ame | First Name | Area of Expertise | Unsecure Phone | Unsecure E-mail | Secure E-mail |
|---|---|---|---|---|---|---|---|
| Sign in | Element | Last Name | First Name | Area of Expertise | Unsecure Phone | Unsecure E-mail | Secure E-mail |
| (b)(3), (b)(6) | ODNI | (b)(3), (b)(6) | | | | | |
| | ODNI | | | | | | |
| | ODNI | | | | | | |

| (b)(3), (b)(6) | | (b)(3), (b)(6) |
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# IC FOIA Officers Information Day

## Attendance Roster

| Sign in | | Name | First Name | Area of Expertise | Unsecure Phone | Unsecure E-mail | Secure E-mail |
|---|---|---|---|---|---|---|---|
| (b)(3), (b)(6) | OSD | (b)(3), (b)(6) | | | | | |
| | OSD | | | | | | |
| | OSD | | | | | | |

| (b)(3), (b)(6) | | (b)(3), (b)(6) |
|---|---|---|
| | OSD | ██████████████████ |
| | OSD | |
| | OSD | |
| | White House | |
| | WHS/ESD | |
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# IC FOIA Officers Information Day
19 Mai 2014

## Attendance Roster

| Sign in | Element | Last Name | First Name | Area of Expertise | Unsecure Phone | Unsecure E-mail | Secure E-mail |
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# IC FOIA Officers Information Day

## Attendance Roster

| Sign in | Element | Last Name | First Name | Area of Expertise | Unsecure Phone | Unsecure E-mail | Secure E-mail |
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SUBJECT: IC FOIA Difficult Issues Forum, Monday, 23 March 2015

SUMMARY

1. (U) IC FOIA Difficult Issues Forum (DIF): The CIO Information Management Division hosted its third IC FOIA Difficult Issues Forum. This event was attended by 21 individuals representing 11 organizations. The agenda included discussions on Intellipedia, the White House FOIA Portal initiative, the FOIA referral/consultation process including possible collaborative solutions, FOIA requests from Foreign Governments on behalf of their citizens, and an open discussion on most challenging cases and issues. There was lively discussion throughout the meeting with full participation. All attendees value this forum because it affords the opportunity to address issues that affect many IC elements.

2. (U) Discussion on FOIA requests from Foreign Governments on behalf of their citizens.

3. (U) Highlights from the open discussion included:

    a. The FBI reported concerns about the mosaic spider web approach, it keeps expanding and there are resource and sensitivity issues.

    b. The group discussed the debate last week regarding publishing all FOIA requests and whether there will be an executive order or presidential memorandum.

    c. OSD would like to know how many hours does it take to go through requests that are not worded correctly.

(b)(5)

ACTION:  DOD will schedule a briefing by the Air Force on their experience with intelink. The briefing will be done via VTC.