



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

December 6, 2007

Steven Aftergood
Senior Research Analyst
Federation of American Scientists
1725 DeSales Street NW, Sixth Floor
Washington, DC 20036

Re: Freedom of Information Act Request NGC 08-007


Dear Mr. Aftergood:

This is in response to your Freedom of Information Act (FOIA) request of October 12, 2007, for the following records: 1) a copy of the spring 2007 "in house study" described in the 2007 NARA filing in the *Judicial Watch v. NARA* lawsuit; and, 2) records that describe the objectives, the content and the progress to date of the one-year "pilot project." I apologize for the delay in responding.

We conducted a search of the records of the Office of Presidential Libraries (NL) and located nine pages of records documenting the on-going NL Study to Increase Pages Processed at PRA Libraries. These pages describe the objectives of the study. At this time, we are releasing the documents with one page redacted in part pursuant to 5 USC 552 (b)(5), which protects documents that are deliberative in nature.

You may appeal this partial denial by writing to the Deputy Archivist (ND), National Archives and Records Administration, College Park, MD 20740 within 35 calendar days and explain why you think the withheld information should be released. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,



RAMONA BRANCH OLIVER
NARA FOIA Officer
Office of General Counsel

Enclosure

NL Study to Increase Pages Processed at PRA Libraries

- **Multiple FOIA request processing queue**
 - Requests will be added to this queue when a library receives multiple requests for significant portions of the same series or sub-series of records. Once the requests are transferred to the frequently requested queue, the library will begin systematically processing the entire file or collection as opposed to individual documents.

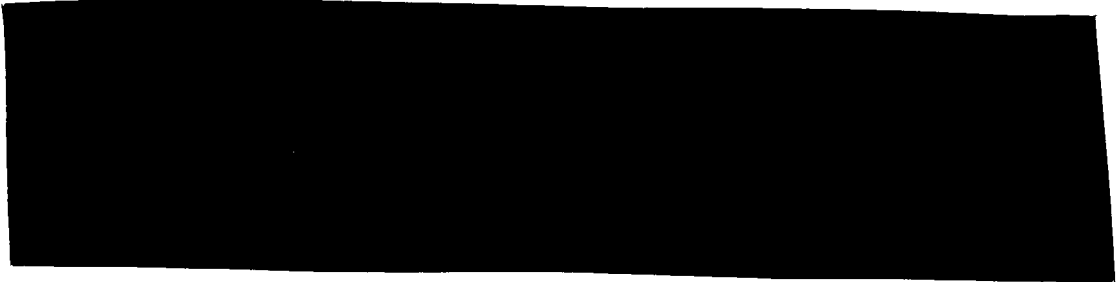
- **Systematic Presidential record processing not based on FOIA requests**
 - In addition to systematically processing those series or sub-series of records that have been requested by multiple requesters, the PRA Libraries will assign archival staff to undertake systematic processing separate from any systematic processing of records responsive to multiple FOIA requests.
 - Files chosen will be based on the Library staff's knowledge of important files as well as files that would process fairly quickly and, therefore, yield larger numbers of pages released.

- **Cease routine referral of classified items processed in response to FOIA requests**
 - The library staff will cease automatically referring for a classification review those marked classified documents closed under (b)(1). This option would allow the archival staff to process national security records more quickly, doing withdrawal sheets that would give researchers the specific information they need to file a mandatory review or a FOIA request on those individual records that they are truly interested in.
 - The archival staff will still have the discretion of referring those documents they think should be reviewed for current classification.

- **Simplify the processing of electronic records until ERA provides more functionality**

The Clinton Library has received FOIA requests for more than 1 million emails in the first year alone. Over the past year, the Clinton Library has expended tremendous resources trying to figure out a means of making this print-to-paper system work. Following are some proposals to speed this process.

- Halt printing e-mail attachments that do not easily open
- Modify PERL to search across all buckets at once instead of running 20 separate searches **(on-going)**
- Modify PERL to print emails in date order instead of search relevance order **(on-going)**
- Electronically track when emails have been reviewed (and the ultimate review decision) to avoid double-review **(on-going)**



(b)(5)

Consider ways of converting other positions to archives technician positions in the PRA Libraries

- Because of the greater volume of FOIA-related administrative work, a higher ratio of archives technicians to archivists will free archivists and archives specialists to spend more time doing actual review.
- This option is only viable as there are vacancies at the libraries.