

**Chief FOIA Officer Report of the Farm Credit System Insurance Corporation FY 2018**  
**Chief FOIA Officer and Senior Counsel: Jane M. Virga**

The Farm Credit System Insurance Corporation (Corporation) was established by the Agricultural Credit Act of 1987 as an independent U.S. Government controlled corporation. The Corporation's primary purpose is to ensure the timely payment of principal and interest on insured notes, bonds, and other obligations issued on behalf of Farm Credit System (System) banks. The Corporation is administered by a board of directors consisting of individuals who serve concurrently as the Farm Credit Administration (FCA) Board. The Chairperson of the Corporation's Board is elected by the other members and must not be the same person as the FCA Chairman. The Corporation administers the Farm Credit Insurance Fund (the Fund) and collects annual insurance premiums from System banks.

Despite its important mission, the Corporation has a staff of 11 employees. The Farm Credit Act of 1971, as amended (Act), directs the Corporation to use the personnel and resources of the FCA to the extent practicable so as to minimize duplication of efforts and reduce costs. Thus, the Corporation has delegated its duties under the Freedom of Information Act (FOIA) to the FCA.<sup>1</sup>

The FCA administers the FOIA program for the Corporation jointly with its own program. At the Corporation's request, the FCA completed the Chief FOIA Officer Report to the DOJ pursuant to FOIA Guidelines. As the FOIA programs for the two agencies are administered jointly, this report is essentially the same as the report submitted by the FCA, except for the fact that the number of FOIA requests received by the Corporation is lower.

**Applying the Presumption of Openness**

The Corporation applies the presumption of openness. Whenever possible we waive any applicable exemptions.

**The Corporation Has an Effective System in Place to Respond to Requests**

To ensure timely and appropriate responses, the FOIA staff attends annual training and provides training to all staff. At the end of the fiscal year the FOIA Officer did an internal control review, which looked at internal policies and procedures, receipt of requests, response time, and rate and success of appeals. The review concluded that the FOIA Office complied with the law and that there was an efficient and effective program.

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<sup>1</sup> The FCA, which is housed adjacent to the Corporation, is the safety and soundness regulator responsible for the examination, supervision, and regulation of each System institution. The FCA is an independent agency in the executive branch of the United States Government. The FCA derives its broad authorities from the Act; these include examination and enforcement authorities similar to those of commercial bank regulators.

In Fiscal Year 2018, we responded to all requests within 20 business days and we adjudicated requests for expedited processing in less than ten calendar days. The FOIA staff continuously assesses our processes to ensure that our FOIA system operates efficiently and effectively. Therefore, FCA has an effective system in place for responding to FOIA requests.

### **Increase of Proactive Disclosures**

Corporation staff identifies records for proactive disclosures. Corporation management meet and discuss in detail the information that should be shared on the website. The Corporation regularly updates information on the website and adds additional pages of information that staff believe might be useful. Generally, when updated information is posted to the Corporation website, the Corporation posts a notice of the update under "What's New" on the Corporation's homepage, along with a link to the updated information. In this way, regular visitors can easily find the most recent updates to the website.

### **Greater Utilization of Technology**

We post almost all records in "portable document format" (.pdf), which is a universal format so users can easily view, save, print, or forward the document. For all requesters who provide an email address, FOIA staff use email to communicate, demonstrating a spirit of cooperation. Also, for these requesters, all Corporation FOIA responses are sent via email, with responsive documents in pdf format. This process takes full advantage of technology.

### **Improving Timeliness in Responding to Requests**

We find frequent, substantive, and effective communications when working through the processing of FOIA requests expedite processing and reduce miscommunications. We work with requesters to identify efficiencies and to reduce fees in processing the requests.

### **Reducing Backlogs**

The Corporation has no backlog.

### **Administering FOIA in a Spirit of Cooperation**

The Corporation ensures that the FOIA is administered in a "spirit of cooperation." We strive for good communication and good customer service when working with requesters. We communicate with requesters via their preferred methods: email, telephone, or mail. We provided electronic records whenever available.