# governmentattic.org

*"Rummaging in the government's attic"*

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| Description of document: | Department of Agriculture (USDA) Freedom of Information Act (FOIA) Council Meeting Minutes, Agendas and Slides 2022 |
| Requested date: | 10-February-2023 |
| Release date: | 06-April-2023 |
| Posted date: | 16- September-2024 |
| Source of document: | FOIA Request<br>United States Dept of Agriculture<br>Office of Information Affairs<br>1400 Independence Avenue SW<br>Room 4039-A<br>Washington, DC 20250-0706<br>Email: USDAFOIA@usda.gov<br>USDA Public Access Link (PAL)<br>FOIA.GOV |

United States
Department of
Agriculture

Office of the General Counsel
1400 Independence Ave. SW
Washington, DC 20250-1400

April 6, 2023

**Delivered via Electronic Mail**

**Re:** **Freedom of Information Act (FOIA) Request No. 2023-DA-02019-F**
**Interim Response**

This is an interim response to the above-referenced FOIA request received by the U.S. Department of Agriculture (USDA), Office of Information Affairs (OIA). The request sought a copy of "the slide deck" for each of the last ten meetings of the USDA FOIA Council.

Your request is being processed under the FOIA, 5 U.S.C. § 552.

A search for responsive records was conducted by the OIA Director, Alexis Graves, who has served as the Departmental FOIA Officer since 2013. As OIA Director, Ms. Graves provides high-level oversight, counsel, and support to the Department's FOIA and Records Management (RM) programs. Ms. Graves searched for slide decks for the last ten meetings of the USDA FOIA Council (Council). No responsive records were located because there were no "slide decks" for those Council meetings.

However, the OIA is releasing to you, for your information, an interim response consisting of the agendas and meeting materials from the four most recent Council meetings. For this interim response, records totaling sixteen (16) pages were located.

The OIA continues to process your request and will issue a final response.

The OIA considered the foreseeable harm standard when reviewing the records and applying applicable FOIA exemptions and has determined that certain information contained therein should be withheld pursuant to U.S.C. § 552(b)(6) (FOIA Exemption 6). Below is an explanation of the information that has been withheld.

### FOIA Exemption 6

Exemption 6 generally is referred to as the "personal privacy" exemption. It provides that the disclosure requirements of the FOIA do not apply to "personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." Application of the exemption involves balancing the public's interest in disclosure against individuals' privacy interests.

The information withheld under Exemption 6 consists of teleconference numbers, links, and access codes. This information qualifies as "similar files" because it is information in which individuals have a privacy interest. More specifically, some of the numbers and links may be tied to specific individuals' conference lines, and participants have a privacy interest in ensuring no uninvited individual is listening in on their calls. Because there is a viable privacy interest that would be threatened by disclosure, Exemption 6 authorizes this office to withhold the information. Accordingly, we have determined that the public interest in the information's release does not outweigh the overriding privacy interests in keeping it confidential.

You have the right to appeal the OIA's determinations. Due to the need to issue more than one determination in order to fully resolve your request, your appeal rights for all determinations in response to this request will be provided to you in our final response letter.

You may seek dispute resolution services by contacting me in my capacity as the OIA's FOIA Public Liaison. I can be reached by telephone at 202-720-9462, or electronically at Melanie.Enciso@usda.gov or USDAFOIA@usda.gov.

You also have the option to seek assistance from the Office of Government Information Services (OGIS). Please visit https://www.archives.gov/ogis/mediation-program/request-assistance for information about how to request OGIS assistance in relation to a FOIA request.

If you have any questions regarding the processing of this request, please contact Ms. Susan Ruppel at 202-690-5220 or electronically at susan.ruppel@usda.gov or USDAFOIA@usda.gov.

For additional information regarding USDA FOIA regulations and processes, please refer to the information available online at Freedom of Information Act Division | USDA.

The OIA appreciates your patience as we continue processing the remainder of your FOIA request.

Sincerely,

Melanie Enciso
Sr. Government Information Specialist
Office of Information Affairs

Enclosure: Responsive Records (16 pages)

**CASE MANAGEMENT SOLUTIONS** | Feith Systems

# FOIA Request Processing – Case Management

Upon signing the Freedom of Information Act in July of 1966, Lyndon B. Johnson wrote "There are some who have expressed concern that the language of this bill will be construed in such a way as to impair Government operations. I do not share this concern." That was true in the year 1966. However, the world now produces 5 exabytes of new data every two days, roughly the same amount of data created in the entire 20th century.

## The FOIA Problem

Agencies may not have felt the full brunt of this growth, but there have been undeniable increases in FOIA requests since the law's inception, more than doubling in the last five years alone. While most agencies and departments are doing their best to cope with this growth, organizations remain at risk that they will be embroiled in a political issue that causes an explosion of requests from members of the media and public.

One federal department, after some particularly sensational articles, saw hundreds of thousands of new requests added to their workload in a single year, despite having no system in place to handle them.

Fortunately, technology companies like Feith have not slept through these changes, providing solutions for this ever-growing demand. Yet, many organizations in the government have not taken advantage of these advances, while others have only embraced minor or partial solutions.

## The FOIA Solution

Feith's FOIA Manager is just the latest in a long history of secure, easy to use and powerful solutions for government's most challenging technical problems.

Appealing to organizations chartered with processing sensitive information requests, FOIA Manager provides order entry, request management, workflow control, advanced redaction, flexible reason codes, auditing security, congressional reporting, and an electronic reading room. These solutions work within Feith's Records Management Application (RMA) certified to meet the highest levels of the Department of Defense 5015.02 standard.

The system allows your organization to be both responsive to citizen inquiry and confident in the knowledge that you're using secure software from a respected and experienced vendor.

Feith's FOIA Manager gives organizations the tools they need to collaborate on requests, process requests, assemble documents, redact sensitive information, and provides managers with powerful key performance indicator tracking dashboards and reports.

# DoD 5015.02 Certified

**Feith is the premiere DoD 5015.02-certified records management software provider for government, ensuring both electronic and physical records are acquired, administered, automatically categorized, and disposed of based on your agency's rules, and retention schedules.**

**CASE MANAGEMENT SOLUTIONS** | Feith Systems

**FEITH**



## The FOIA Process in Feith

1. New requests for information arrive
2. All requests are checked to see if they are existing customers
3. Each request is reviewed, then accepted or rejected
4. Rejected requests automatically generate a letter to the requestor
5. A quote is developed for accepted requests
6. Requests are on-hold until there is a response to the quote
7. Requests are removed from the queue if there is no response
8. SMEs are assigned
9. The documents are redacted and assembled in the systems
10. The assembly is reviewed for completion and any corrections are made
11. The actual cost is calibrated and the requestor is notified
12. Billing for the request occurs
13. The FOIA requests are distributed to the customer.

**Feith Systems proudly designs, programs, manages, and supports our software and solutions entirely from within the United States of America.**

**CASE MANAGEMENT SOLUTIONS  |**  Feith Systems

## Collection and Production

FOIA Manager facilitates easy document collection. By combining optical character recognition (OCR) and an innovative full-text search engine, users can conveniently locate all of the documents they need across any location and any file type, bringing them all together into a single case file. This is possible because of Feith's set of integration points for SharePoint, external file systems, and databases.

Users often need to work together, so with every copy of FOIA Manager comes a license for Feith's secure enterprise file sharing software, so that multiple users can collect documents into a single case file. Sensitive text, data and images may then be redacted in the document viewer and reason codes applied.

After the set of documents is collected and redacted, it will then enter a release approval process, and if approved, the requestor may be automatically notified.

## Process Flow

Instrumental to a robust and accessible FOIA system is the need for proper process design and automated workflow. FOIA Manager handles both, automating the minutiae of the FOIA process and providing for a best practice design to keep your organization running smoothly.

From the designation of work to do, comprehensive approval processes, letters and email generation, deadline notifications, status updates throughout the FOIA process, and more, FOIA Manager will make your process more efficient. However, not all organizations are alike, so Feith provides its powerful workflow engine with FOIA Manager, allowing organizations to tweak and tailor their FOIA processes as needed, while providing the most common requirements directly out of the box.

## Managerial Reporting

Defensible FOIA requires a detailed, complete, and secure audit trail that serves as an authoritative transcript of the complete FOIA process, including all user and administrative actions. Increase oversight with key performance indicator dashboards, and ad-hoc or regularly scheduled report generation. Attach correspondences surrounding a request for later review, and historical record. What's more, support managerial oversight with individual or group status notifications at any point of the FOIA request process, on any metric. Reports are also available to send in response to Congressional inquiries.

## Citizen Engagement

Engage citizens with a secure public facing FOIA request form that feeds directly into FOIA Manager for processing,and tracking. Citizens placing FOIA requests can requestreceipt and acknowledgment, obtain fee quotes, track responses, and view requests in the public reading room.

## Feith Systems

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# Why Feith?

## Built for Federal

The Feith Platform brings together the capabilities needed to manage all types of enterprise content and workloads, including organizational documents, records, cases, and tasks.

Functionality provided by the Feith Platform includes document management with workflow, records management, case management, and task management. The Feith Platform provides all of these components in a comprehensive platform based on a modular, well-integrated service-oriented architecture. The Feith Platform provides organizations with the benefits of common integration layers that enable all elements of the suite to communicate well and share information, while at the same time being flexible and agile enough to address the specific requirements of your organization.

The Feith Platform is designed to help organizations have a holistic understanding of its information and the methods and systems that manage it. The Feith Platform leverages cross product design, functionality, and processes to provide organizations with a comprehensive Information Lifecycle Management (ILM) solution. Business process management is a core tenet of all Feith Platform components, while integration, analytics, and reporting are hallmarks of the Feith Platform. The Feith Platform allows organizations to address ILM challenges, while also identifying ways that organizations can be more strategic in the use of resources and knowledge.

### DoD CIO Award

**Pentagon leadership has awarded the Defense Commissary Agency with the prestigious DoD CIO Award for their world-wide rollout of the Feith Systems electronic records management platform, RMA IQ.**

Describing DeCA's successful project, the DoD CIO celebrated the agency's "successful transition to electronic records with a fully integrated, fully automated, and cost savings records management solution that fosters rapid information sharing across the Defense Commissary Agency."

## The Security-first Platform

### Document Management

The Feith Document Manager provides organizations with a repository and the tools for secure storage and management of business documents (e.g., Microsoft Office files, CAD files, PDF files), as well as, the organization, display, classification, access control, version control, event audit, redaction, and search functionality for documents and their content. Feith Document Manager provides the functionality and tools

to organize and control the business processes in your organization.

The Feith Document Manager's tools include web forms, automatic notifications, deadline controls, and workflows.

## Records Management

Feith RMA IQ allows organizations to comply with applicable rules, directives, laws, and policies throughout the entire lifecycle of a record. Leveraging automation throughout the lifecycle begins with auto-categorization, continues with automated collections, and ends with automated identification and disposition of records based on an organization's retention schedule. Feith RMA IQ is a secure records management solution that ensures records are maintained and intact in a defensible manner. With Feith RMA IQ, records can be found when you need them and gone when they should be gone with minimal end user interaction.

## Case Management

Feith Case Manager is a highly configurable centralized document sharing, review, and communication system for the management and processing of cases. Feith Case Manager promotes collaboration between internal and external stakeholders, supports information security with access authorization, and maintains a complete, secure, and defensible audit history for all case management activities. Feith Case Manager is designed to allow users to hit the ground running right away, so users are presented with visible counts of their currently assigned work to do from the moment they sign in. Users can create a new case with a single click and they're on their way, whether that case was sparked by an automated workflow, webform, email, paper form, FOIA request, or phone call. At every step, Feith Case Manager is designed to make workers as productive as possible.

## Task Management

Feith Task Manager is the enterprise-grade software solution for providing structure and modernization enhancements across the entire task lifecycle: from task assignment, routing, delegation, response, collaboration, approval, to archiving the tasks as official records. Feith's technology provides task processes with structure, driving accountability at each step, which helps to keep employees focused and their productivity measurable.

Feith Task Manager tracks this structured action delegation, milestones, and task responsibilities with its underlying enterprise workflow technology. With Feith Task Manager, your process is not just defensible and formalized, but more streamlined than ever. Feith Task Manager combines and routes efforts from the requesters between their subsequent task workers and
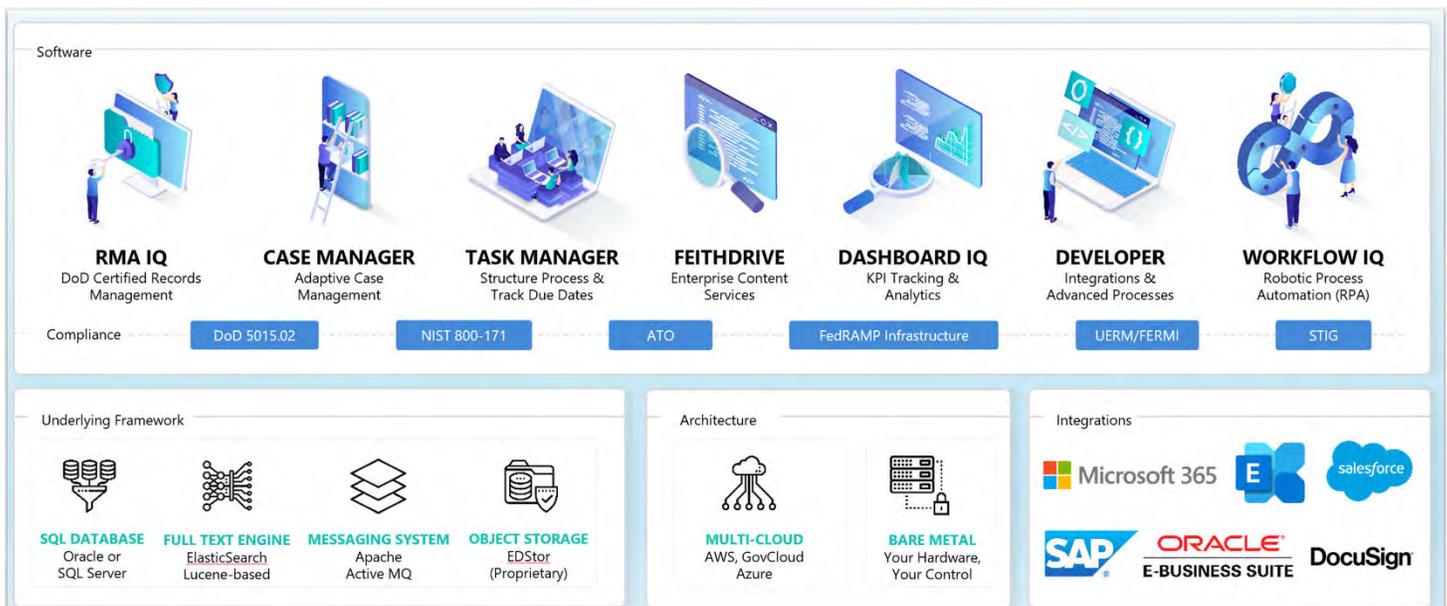
subject matter experts, back through approvals, and back out to the requestors for final review and close.

cabinets, reducing office space requirements and storage fees.

# What will the Feith Platform do for my organization?

Government agencies and commercial companies are hesitant to make IT purchases during a period of disruption. Budgets are tighter than ever, forcing IT leaders to justify every penny they spend. The Feith Platform provides measurable ROI.

**Accelerate Time to Value.** Searching for information is time consuming. If an employee can quickly find information using the Feith Platform, time can be refocused on other business priorities. Identifying, declaring, and categorizing records is time consuming to the point of becoming overwhelming. Time is spent copying, filing, and retrieving documents, with increasing office space devoted to file storage. Auto-categorization reduces the human interaction in the records management process and saves time.

**Leveraging existing infrastructure.** Existing structure, such as, workstations and multifunction printers (MFPs), combined with the Feith Platform, turn these devices into a cornerstone of business processes. The Feith Platform can automate office activities, such as, invoice handling, by scanning documents directly into a Feith Platform workflow that routes the document to specific departments or colleagues. The process saves employee time and postage fees. Storing documents in digital form can also eliminate filing

**Reduce Document storage.** Time spent, transportation costs, and exhaust emissions affiliated with shipping hard copy documents from multiple locations or to offsite storage can be greatly reduced with the Feith Platform. Offsite document storage facilities also require additional energy to light, heat, cool and maintain. Documents are secure, rendered immutable, and provisioned with version control when required.

**Improve Compliance.** Staying compliant is a cost of doing business as a government entity. There is no shortage of laws, directives, and Presidential memoranda with which to comply. To maintain compliance, agency documents must be kept secure and confidential, easily accessible and disposed when the time comes. The Feith Platform enables compliance through automated features, such as, auto-categorization, auto-identification of records to be disposed, permissions, digital signatures and auditable workflows that make annual audits easier and help avoid the risk of potential fines. With the Feith Platform, content is housed in a secure repository, accessible 24/7 that can be searched by keywords (e.g., file numbers, client names, or other fields) or the full-text of the document. The Feith Platform can also decrease the risk of failure to establish document permissions that ensure that the right people can access the right information.

**Customer satisfaction.** Customer service is the lifeblood of an agency. Improved response time and efficient business processes can greatly impact a customer's experience and loyalty.

**Accelerate Productivity.** Workplace productivity is the most important measure of business success. Successful organizations effectively use the workforce,

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technology, and innovation to improve customer service. The Feith Platform can drastically cut the time needed to get work done, freeing employees to focus on more important, mission and customer-related tasks.

No matter how complex or unique your agency process, the platform provides the workflow and object management tools your organization needs to manage workflow, capture data, user input, and records management across databases and existing legacy and line-of-business systems.

# What makes Feith special?

Feith System is committed to delivering the highest quality software and services to our customers. We are constantly innovating to provide the best possible user experience and to accelerate time-to-value for agencies like yours. The Feith Platform is a complete solution that provides everything you need to manage your records, processes, and data.

Since 1979, Feith has provided transformative technology to business and government. We provide an end-to-end solution that helps you accelerate digital transformation and modernization. In this time of disruption and change, our platform helps you manage your digital world so you can focus on what's most important - delivering results to the nation.

The Feith Platform helps you manage the entire life cycle of your content, from capture to distribution. The platform includes a robust document management system, a powerful business process management

system, and a flexible user interface that makes it easy to customize the solution to your specific needs.

## Government-First Software

Feith is focused on providing software solutions to the US Federal Government. Through extensive work with the US Department of Defense and Intelligence Community the platform has been hardened to the strictest security standards. This includes;

- Intelligence-grade ABAC and RBAC controls
- DoD 5015.02 certification for Classified
- FIPS 140-2 compliance
- NIST 800-171 compliance
- Impact-Level 6 Instances
- ATO to FISMA High

The Feith Platform provides the necessary technology to comply with Federal security requirements and has achieved ATO in some of the most sensitive environments. The platform can be deployed on-premises or in the cloud and can be configured to support a wide variety of sensitive workflow processes.

## Industry-Leading Support

Feith System offers industry-leading support for our products and services. We have a team of experts who are dedicated to help you with any questions or issues you may have. We also offer a variety of self-service and hands-on training options to help you get the most out of our products and services.

What Makes Feith different is our combination of innovative products, government-first focus, and industry-leading support. This makes us the perfect partner for your digital transformation journey.

# With Feith, your mission comes first

## Delivering Results Where It Matters

Feith Systems is focused on the mission. We are a team of passionate individuals who are committed to making a difference. We work hard to provide the best possible products and services to our customers, and we are always looking for new ways to improve.

We value collaboration, and we believe that by working together with your agency we can achieve great things. We are constantly innovating and exploring new technologies to make sure we are providing the best possible solutions to our customers.

We are proud to work with some of the largest and most important Federal institutions. We are committed to helping our customers successfully accomplish their missions. Our products are made and supported entirely in the USA because we believe in doing things the right way.

These core values guide everything we do at Feith, and the direction of our software development.

Some of the key features that help us accomplish our goals and yours are:

- **Unified Solution:** The Feith Platform provides everything you need to manage your content, processes, and cases in one system.

- **Sophisticated Reporting and Metrics:** The Feith Platform provides the capability to analyze and visualize content, processes, and organizational status.

- **Audit Trail Logging:** The Feith Platform tracks access and search criteria result sets and disposition actions.

- **Capture Solutions:** The Feith Platform provides a complete capture solution providing multiple means of document capture.

- **Versatile Repository:** The Feith Platform repository stores everything from scanned images and faxes to application files, electronic communications, CAD drawings, videos and forms.

- **User-Friendly Interface:** The Feith Platform has a user-friendly interface that is easy to use and navigate.

- **Flexible Deployment Options:** The Feith Platform can be deployed on-premises or in the cloud.

- **Comprehensive Security:** The Feith Platform has been hardened to meet the strictest security standards.

Feith Systems prides itself as being a unique software development vendor in the information lifecycle management (ILM) market space. Started in 1979 by Don Feith, the company's focus has been the recognition that traditional data alone does not constitute a complete, auditable transaction. On that day, Don Feith, and the senior engineers, embarked on the development of a new type of software company – focused on process and people.

Since then, the company has remained unique, and the platform has grown to include workflow/BPM, document management, email management, records management, intelligent web forms, auto-categorization and a list of other ancillary technologies that support the ILM process.

At the core of that mission, Feith Systems has become the leader in the Federal Government for Business Processes, Task Management, Case Management with underlying Electronic Records Management per the NARA UERM and DoD 5015.02 specification.

The Feith Platform provides repository technology that ensures that documents, content, and records are safe, secure, and accessible to those with appropriate privileges. Electronic objects are maintained in their original format, while being available for search, view, redaction, declassification, and export. The Feith Platform repository fully supports Versioning and Check-in/Check-out functionality of objects stored in the repository.

The software provides both metadata and full-text search capability, supporting the requirement to locate an existing record, row of data, or document and enables congressional taskers, e-Discovery or litigation support, regardless of archive size and content type.

The Feith Platform creates a full-text index of the entire document and supporting attachments for easy retrieval. The Feith Platform can even automate the capture and archiving of all email messages and requests.

The suite includes a robust audit trail capability and supports multiple storage options. As the Feith Platform solution is certified as a Records Management

Application, it enables the management of the life cycle of the records to ensure proper retention and deletion.

- Attribute Based Access Control (ABAC) - Supplemental Markings

## Industry Standards

- Native SQL Database support
    - Oracle – Oracle Partner (Version 11G+)
    - Microsoft SQL Server (2008, 2012)
- LDAP, Active Directory, Single Sign-on support
- DoD Public Key Infrastructure and Public Key
- Enabling (X.509 certificate compliant)
- XML (Import/Export) Standard Support, EDI
- Sarbanes-Oxley Compliant
- SEC Retention of Records Relevant to Audits and Reviews (Rule 2-06(a))
- ISO 15489-1 Information and Documentation Compliant
- ISO Health Insurance Portability and Accountability Act (HIPAA) Compliant

## Federal Network Security

- Impact Level – 6 Systems
- Secure Network Support (NIPRNet, SIPRNet, JWICS, and others)
- Federal Information Processing Standard (FIPS) Publication 140-2 compliance
- Authority to Operate at FISMA High, both On-premises and on GovCloud
- DoD 5015.02 STD Certification (General Records, Classified Records, FOIA/PA, SharePoint Records)
- Certified Redaction Capabilities (DISA FOIA Testing Standard)
- Section 508 of the Rehabilitation Act (29 U.S.C. 794d) as amended Compliance
- Certificate of Networthiness (CON) – Army Network Certification

## Integrations

Oracle (e-Business Suite, PeopleSoft, JD Edwards) Enterprise Resource Programs (ERP):

- Documentum
- ServiceNow
- Office 365
- OpenText
- Alfresco
- SharePoint
- Microsoft Teams
- Network drives
- Legacy applications
- Mainframes
- SalesForce
- Taleo
- ADP Suite
- Box for Enterprise
- SQL Databases
- Identity Providers
- Laserfiche
- OmniRIM
- DocuSign
- Adobe EchoSign
- Oracle e-Business
- Slack
- SAP
- Successfactors
- PeopleSoft
- File shares
- Google Drive
- Twitter
- Arc GIS
- Social Media Platforms
- Mail Servers
- Zoom

## Email Support

- Exchange On-Prem
- O365
- Communigate
- SendMail
- Gmail

## AI / Machine Learning Integration

- OpenNLP
- Amazon Comprehend
- CoreNLP
- TensorFlow
- Amazon Macie

# Select Federal Government Customers

## U.S. Civilian Agencies



### Solutions Provided:

- Electronic Records Management
- Document Management
- Physical Records Management
- FOIA/Privacy Act Management
- Case Management
- Workflow
- Forms Processing
- Legacy Systems Integration
- FedRAMP Cloud Implementation

## U.S. Department of Defense (DoD)



### Solutions Provided:

- Electronic Records Management
- Document Management
- Case Management
- Task Management
- FOIA/Privacy Act Management
- Workflow
- Forms Processing
- Accounting Integration
- Legacy Systems Integration

## U.S. Joint/Combatant Commands



### Solutions Provided:

- Electronic Records Management
- Document Management
- Case Management
- Task Management
- FOIA/Privacy Act Management
- Workflow
- Declassification
- Forms Processing
- Accounting Integration
- Legacy Systems Integration

## U.S. Intelligence Community



### Solutions Provided:

- Electronic Records Management
- Document Management
- Case Management
- Task Management
- FOIA/Privacy Act Management
- Workflow
- Declassification
- Legacy Systems Integration

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## Flexibility

- Agile development methodology

- Tailored pricing (perpetual, subscription, cloud)

- Server Independent (Windows, UNIX, Linux)

- Customizable Windows and Web interfaces to meet specific end-user demands

## Long Term Partner

- Established in 1979, financial and management stability

- Author of the complete solution

- All U.S. based Software solution

- Tenured Engineering, Solutions, and Support staff

## Feith Systems Competitive Advantages

1. Single vendor platform with all core modules developed in-house and not cobbled together
2. All US developed code
3. DoD 5015.02 RMA perpetual certification, 2002 first, Basic, PA-FOIA, Classified, SharePoint
4. Product Stability: Original platform engineering team continues to develop the platform
5. Product Stability: Core database and platform design has never been completely superseded
6. Product Stability: Customer is not forced to reinvest due to platform abandonment
7. Company Stability: Privately owned by Don Feith since 1979, no outside investment
8. Company Stability: Senior Management team average tenure 25 years
9. Company Stability: Financially secure
10. Company Stability: Senior Management Accessibility
11. Transparent integration with add-ons (OCR, Fax, full-text) with plug and play portability
12. Platform OS agnostic (Windows, UNIX, Linux, Solaris) homo- or heterogeneous server

13. Database support and expertise for MS SQL and Oracle (Informix, Sybase, DB2 previously)
14. Distributed repositories with federated searching
15. Legacy application integration and triggering (SAP, PeopleSoft, Oracle, SharePoint, etc.
16. Email integration by journaling or bulk import
17. On-premises and cloud support
18. ATO Network certifications NIPR, SIPR, JWICS, JIANT, and others
19. Supports CAC, PKI, external credentialing systems, ABAC / Supplemental Markings
20. 508 Compliant
21. BPM platform with Embedded Case Management and eDiscovery tools
22. SharePoint records management integration and manage-in-place
23. Flexible contracting and business model
24. Contract Vehicles: GSA, SEWP
25. Installed platform version lifecycle dependent on customer needs, not dictated by Feith Systems

## Feith Systems

[more-info@feith.com](mailto:more-info@feith.com)

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