October 30, 2009

MEMORANDUM FOR: Distribution

FROM: Mary Ellen Callahan
Chief FOIA Officer and Chief Privacy Officer

SUBJECT: Calendar Format for Proactive Disclosure

On August 26, 2009, Chief FOIA Officer Mary Ellen Callahan issued guidance on Proactive Disclosure and Departmental Compliance with Subsection (a)(2) of the Freedom of Information Act and directed the Department and its components to make certain categories of records available on their agency websites, to include historical daily schedules of the most senior agency officials. This document provides guidance on formatting senior officials’ schedules.

Please note the following guidelines are intended to be general. The Privacy Office recommends posting the calendars of those at the Assistant Secretary (or equivalent) level or higher, however determining which officials constitute “senior agency officials” (as the term is used in the memorandum) will be up to individual components. As the core purpose of the Freedom of Information Act is to give the public insight regarding government operations, we recognize there may be instances where the disclosure of certain officials’ calendars would result in products so greatly abridged for security reasons as to render them of limited value to the public. Such determinations will also be made by individual components.

There are at least three options for preparing historical schedules of those senior officials the component determined to proactively disclose. The first option is to only disclose public events, similar to what Secretary Clinton does at the State Department.¹ The second option is to take the complete calendar and redact the information that would be exempt from disclosure under FOIA, as if completing a FOIA request for the calendar. The third option, which is the one we recommend if possible, is to do a “public” version of your calendar with the FOIA-exempt information removed (rather than redacted).

In the interest of consistency, we recommend utilizing the following guidelines when preparing senior officials’ calendars for posting regardless of which option you select. Components should

¹ http://www.state.gov/r/pa/prs/appt/2009appt/index.htm
post calendars in their electronic reading room retroactively, allowing at least two weeks to pass between the occurrence of the events and the posting of the calendars.

The format should be: Location, Meeting Type: Description

(i.e. “NAC, Weekly Staff Meeting: DHS Leadership”)

• **Location:** Please specify the general location of events that take place outside of your main office. Three locations are self-explanatory (NAC, White House, Capitol Hill). For any other location, please specify “Offsite” and then list the location. If meetings are taking place during a trip, specify that these meetings are part of your travel itinerary.

  NAC  
  White House  
  Capitol Hill  
  Offsite: (description)  
  Travel: (city/state or city/country)

  Examples:  
  *NAC, Weekly Staff Meeting: DHS Leadership*  
  *White House, Cabinet Meeting: Recovery Roadmap*  
  *Capitol Hill, Briefing: Classified*  
  *Offsite: Czech Embassy, Meeting: Information Sharing Agreements*  
  *Travel: Detroit, Michigan, Meeting: Arab-American Outreach*

• **Meeting Type:** Please use the following terms to describe the events on your schedule:

  Meeting  
  Committee Meeting  
  Staff Meeting  
  Preparation Meeting  
  Cabinet Meeting  
  Administrative Meeting  
  Briefing  
  Phone Call  
  Teleconference  
  Breakfast  
  Lunch  
  Dinner  
  Staff Interview  
  Media Interview  
  Office Time  
  Personal Leave  
  Personal Appointment
Examples:
NAC, *Administrative Meeting*: New Hiring Procedures
NAC, *Briefing*: Cybersecurity Capability
White House, *Cabinet Meeting*: Classified

For recurring meetings, use the format *Location, Frequency Type: Description*

Examples:
Offsite: Ronald Reagan Building, *Daily Briefing*: Classified
NAC, *Weekly Staff Meeting*: Senior Staff
*Bi-Weekly Teleconference*: FOIA Officers

- **Description**: Provide a succinct description of the meeting or event taking place. For meetings where the subject is classified, simply indicate “Classified.”

Examples:
White House, Cabinet Meeting: *Recovery Roadmap*
Offsite: Czech Embassy, Meeting: *Information Sharing Agreements*
Travel: Detroit, Michigan, Meeting: *Arab-American Outreach*
Offsite: Ronald Reagan Building, Daily Briefing: *Classified*

- **Other Notes**: “Personal Leave” or “Personal Appointment”
  - No further description is necessary
  - Do not include when the personal event is occurring outside of normal business hours

Examples:
Doctor’s *Appointment* at 1 pm, then returning to the office should read, “Personal Appointment”
Taking leave for a half day should read, “Personal Leave”
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