MEMBERSHIP BALANCE PLAN

FOR THE

FREEDOM OF INFORMATION ACT ADVISORY COMMITTEE

1) **Name.** The name of this advisory committee is the Freedom of Information Act Advisory Committee.

2) **Authority**: The Committee is being established in accordance with the second United States Open Government National Action Plan released on December 5, 2013, and the directive in the Freedom of Information Act, 5 U.S.C. § 552(h)(1)(C), that the Office of Government Information Services within the National Archives and Records Administration (NARA) "recommend policy changes ... to improve" the Freedom of Information Act (FOIA) administration. This Committee is governed by the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App.

3) **Mission/Function.** The Committee shall advise the Executive Branch on improvements to the administration of the Freedom of Information Act (FOIA).

4) **Points of View.** The Committee shall consist of no more than 20 voting members considered to be FOIA experts. To ensure balanced representation, there shall at all times be equal numbers of government and non-government members. All members will be appointed by the Archivist of the United States.

5) **Other Balance Factors.** Government members of the Committee will include, at a minimum, three FOIA professionals from Cabinet-level Departments; four FOIA professionals from Cabinet-level Departments; four FOIA professionals from non-Cabinet agencies; one representative from the Department of Justice, Office of Information Policy; and one representative from NARA. Non-governmental members of the advisory committee will include, at a minimum, three individuals representing the interests of non-governmental organizations that advocate on FOIA matters; two individuals representing the interests of FOIA requesters who qualify for the "all other" FOIA requester fee category; one individual representing the interests of requesters who qualify for the "news media" FOIA requester fee category; one individual representing the interests of requesters who qualify for the "commercial" FOIA requester fee category; one individual representing the interests of historians and history-related organizations; and one individual representing the interests of academia.

6) **Candidate Identification Process.** Each appointed member shall be FOIA experts currently serving as Federal employees or as active members of the FOIA requester community.

7) **Subcommittee Balance.** Any subcommittees to the FOIA Advisory Committee will report to the FOIA Advisory Committee, which will determine the balance of the subcommittee according to the criteria in this membership plan.

8) **Other.** None.

9) **Date Prepared/Updated.** This membership balance plan was prepared on April 15, 2014.

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