Legal Data Intelligence

Freedom of Information Act (FOIA) Requests

Initiate

Receive and Review Request
Ensure the request meets the necessary legislative requirements

Provide a First Response to Request
- Correspond with the requester regarding any missing information and the timeframe specified by applicable law or regulations
- Advise if additional time is going to be needed to respond to the request and provide an estimated time for completion
- Communicate regarding any fees that are payable by the requester

Investigate

Identify Potentially Responsive Records
Determine which records are possibly responsive to the request. This typically involves discussions with knowledgeable parties and collecting electronic and paper-based files.

Tech's Role

Uses enterprise search technology and data collection tools

Review Potentially Responsive Records
Load potentially relevant records to a review platform

Tech's Role

- Utilizes search and AI technology to assist in identifying the responsive information from the potentially relevant set
- Uses tagging, comments, and notes to mark whether a document is responsive to the request and record decisions

Assess Exemptions for Exclusions from Production
Use the relevant legislative framework to determine if there are exemptions for information that is protected by privacy laws, confidential commercial information, national security, or other exemptions or exclusions

Tech's Role

- Employs redaction technology to redact material that must be excluded from otherwise responsive records
- Uses tagging technology to record the specific legislative exception or exemption relied upon for each redaction

Consult with Stakeholders
Check with stakeholders to determine if legislative exemptions or exclusions apply

Implement

Prepare Response
Create the response to include the requested information and provide a justification for withholding any responsive information that is exempt or excluded from disclosure, in addition to any other legislative requirements

Tech's Role

Leverages a review platform to identify and locate the responsive documents including any redactions, print or download the documents for transfer, and provide the needed explanations for withheld documents and redactions

Review and Approve
Review the response to ensure compliance with the applicable laws and obtain any approvals needed before sending the response

Tech's Role

Uses technology to share the proposed documents and response to others for review and approval

Provide Response
Send the response to the requester within the timeframe specified by applicable law. If additional time is needed to respond to the request, communicate this to the requester along with an estimated timeline for completion.

Monitor and Follow Up
Ensure that the response is received by the requester and that any additional actions, such as appeals or further inquiries, are addressed in a timely manner

Document the Process
Keep detailed records of the steps taken to respond to the request, decisions made, communications with the requester, and any consultations or reviews conducted

Tech's Role

Utilizes the tagging, comments, and note functionality of the review platform to record all steps and decisions when reviewing documents to have a complete record of all steps