



End to End FOIA Management

Global Leader

- Automatically generate the DOJ annual compliance report
- Electronically store, retrieve, redact and print responsive documents for delivery to FOIA or PA requesters
- Open Government Act of 2007 Compliance
- Executive Order 13,392 Compliance
- Request, Privacy, and Appeal Tracking
- Online Request Submission
- Public Reading Room through PAL
- Manage access control/privileges
- Facilitate costs and fees
- Generate Invoice
- Section 508 compliant final documents and application
- Full text search

The Ultimate Solution for Government FOIA Management

FOIAXpress™ is the most comprehensive web-based FOIA and Privacy Act (PA) request processing system and is specifically designed to automate FOIA and PA case processing. The robust, user-friendly system tracks request and requester information, generates correspondence letters, provides secure redaction capability, and quickly runs reports, including the Department of Justice Annual Report. FOIAXpress transforms traditional, cumbersome and labor intensive FOIA compliance into an automated, efficient electronic process.

The Complete eFOIA Solution

With over 115 installations, FOIAXpress™ has the largest installed customer base of any eFOIA software product on the market today. Using .NET technology, FOIAXpress users benefit from advances such as:

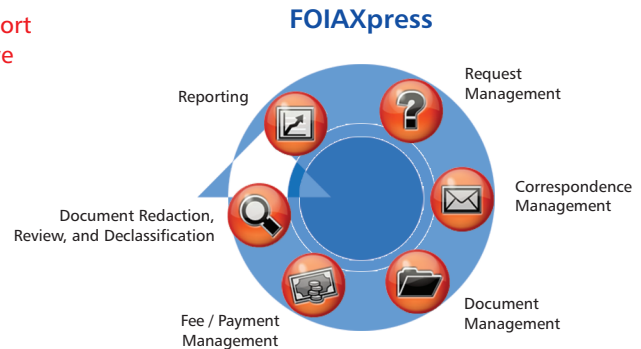
- **Scalability** - to handle any workload
- **Reliability** - to protect existing investments
- **Interoperability** - with other systems
- **Integration** - with document management systems
- **Security** - to manage agency requirements for network access, correspondence, and document encryption

Advanced Technology, Improved Process

The latest FOIAXpress™ software incorporates enhancements suggested by our customers, as well as requirements identified by Executive Order 13,392 and recent amendments to the Open Government Act of 2007.

What's New

- Improved security features, including compatibility with Internet Explorer v8
- New administrative features
- New request processing features including advanced tracking capabilities
- New document management features including watermarks, bates stamping, performing actions to multiple pages at once and many others
- New reporting features with improved management statistics



Key Features

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Case Tracking Enhancements

Ability to transfer cases	✓
Calculates Expedite and Fee Waiver adjudication periods	✓
Use email templates to deliver documents to multiple email recipients	✓
Link related requests	✓
Links original FOIA request w/ Appeal request	✓

Document Management Enhancements

Find & Redact, Strike Through, or Highlight one document or many documents simultaneously	✓
Create custom redaction template	✓
508 compliant redacted PDF	✓
508 compliant application	✓
Document header and footer options for Bates Stamping, Watermarks, and Review Flags	✓
Blank exemption code for redactions	✓
Folders listed in tree view alphabetically	✓
Document History Report	✓
Deskew for all pages in a single action	✓

Reports Enhancements

Custom Reports: multi-select request types	✓
Volume Report: pie and bar chart metrics	✓
Annual Report: monthly, quarterly, half-yearly, and annual time range for progress monitoring	✓

Admin Enhancements

Annual Report Configuration - Agency header	✓
Agency privacy disclaimer and login page banner configuration	✓
General Configuration - Login Page display options	✓
Automated estimated responsive document delivery date calculation	✓
Case Processing Configuration	✓
• Open Government Act	✓
• Automatic interest calculation	✓
• Case Lock Date for Amend/Close	✓
• Duplicate Search options	✓
• Request retention policy configuration	✓
Automated target date approaching and expedite request decision date user notifications	✓
Security Configuration	✓
• Correspondence and document encryption	✓
• Alert User Before Session Expires	✓
• Web Vulnerabilities Validation	✓
Delinquent request tracking and reports	✓



Executive Order 13,392 Compliance

FOIAXpress with Public Access Link (PAL)

Designed to meet Executive Order requirements and openness in government, FOIAXpress+PAL allows the public to submit and track the status of Freedom of Information (FOIA) and Privacy Act (PA) requests over the Internet. The requester, through a link on your agency Service Center or other website, creates a user account that provides a login ID and password. Once logged in, PAL allows the requester to submit their request electronically, check the status of their request, and post their request response for download. Requests submitted via PAL are delivered to FOIAXpress automatically, greatly reducing data entry time for your agency. PAL also provides a Reading Room where your agency can easily post and manage frequently requested documents with only a couple clicks of the mouse.

WITH FOIAXpress+ PAL:

- Cut FOIA Processing Time, Delays, and Backlogs
- Automate Compliance and Statistical Reporting
- Provide Citizen-Centered, On-line FOIA Access
- Automate and expedite communication with the public
- Increase efficiency and productivity in processing requests
- Reduce or eliminate backlog
- Conserve resources

FOIAXpress Architecture

