

FOIA Request Management

Convenient, transparent public records request fulfillment

Simplifies request submission and delivery for constituents

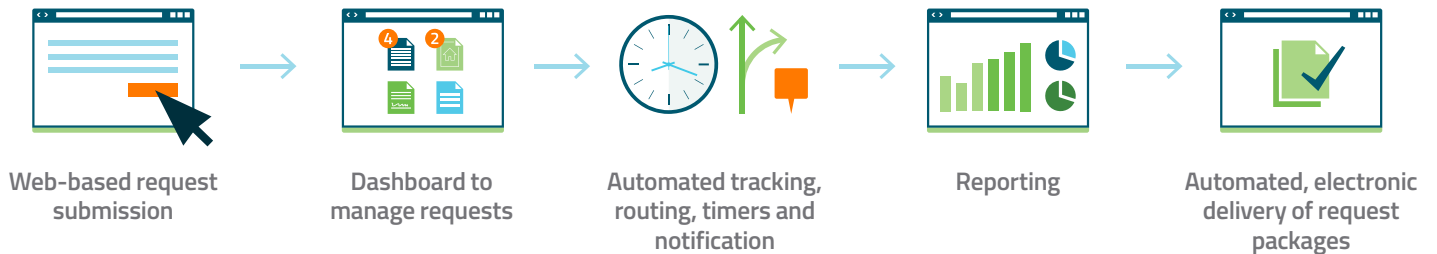
Provides comprehensive search for complete request fulfillment

Improves process transparency and reporting for better constituent service

Responding to constituent and media Freedom of Information Act (FOIA) requests in an efficient and timely way is a constant challenge for government agencies, public universities and hospitals. Manually processing paper requests and creating response correspondence is time consuming and can cause frustration when responses are delayed or incomplete.

Once received, tracking and distributing requests becomes a challenge of reviewing long email chains, making phone calls and hunting down documents. Tracking systems are routinely just spreadsheets that require manual data entry and further consume staff time.

With the OnBase FOIA Request Management solution, you simplify request submission and fulfillment. From online request capabilities and comprehensive record searches to digital delivery, OnBase improves the process from beginning to end.



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Simplifies request submission and delivery for constituents and media

More than ever before, government officials feel increased pressure to provide easy access to public records and face mandates for fulfilling requests. OnBase simplifies the request process by providing web-based request submission in addition to paper requests. Whether submitted online or by other methods, requests enter a workflow so OnBase can automatically route them to the correct department for review, assignment and fulfillment.

After retrieving the requested records, OnBase compiles the documents and posts them to an online portal for retrieval. This speeds fulfillment times, provides convenient access for your constituents and saves valuable staff time – all while meeting your legal obligations.

And, because you eliminate paper, OnBase automatically tracks requests without the need for additional manual data entry. This frees up staff time to focus on completing more requests and other tasks.

A foundation you can build on

Today, you might have a challenge in your records request process, but OnBase is more than process improvement. OnBase helps overcome the challenge of actually finding records as well. By providing a single, central and electronic location to store records, you return the time staff would formerly waste digging through filing cabinets, offsite storage or disconnected information siloes. OnBase lets you eliminate paper files and store them too.

With OnBase as your records repository, you can also drive continued search improvement. OnBase provides a range of search tools to identify potential records required to complete requests. Keyword and full-text searches allow you to find documents easily, regardless of whether you know the title or dates of documents. By improving your ability to find records, OnBase helps ensure that you fulfill each request as completely as possible. And, with redaction tools, you protect any sensitive or confidential data on documents before delivering the request.

Improves process transparency and reporting for better service

Satisfying public records requests is an important legal responsibility for government agencies, so the ability to track and report on request fulfillment is crucial. OnBase Workflow helps meet these legal requirements by managing task touring, timing and escalation. With OnBase, you can notify staff of approaching request deadlines so they work on them first.

Additionally, OnBase equips you with reporting dashboards that describe and identify bottlenecks while allowing you to view reports on any request. Dashboards report on many areas – including open requests, request types, assigned departments and more – allowing better management of tasks and increased visibility into bottlenecks that slow fulfillment.

The solution tracks and stores all information surrounding a request as well, so any time an audit comes up, it's easy to demonstrate that your organization completed requests within the legal timeframes. OnBase provides the transparency and speed your constituents expect for completing public records requests.

Learn more at [OnBase.com/Government](https://www.onbase.com/government) »

