

THE OPEN RECORDS SYSTEM FOR GOVERNMENT

Transforming the Open Records Process from a Manual, Paper Process to an Automated One



About FOIA Systems

FOIA Systems (www.foiasystems.com) is a software solution that helps Governments and Agencies manage Freedom of Information Act (FOIA) and Open Records requests. Communities of all sizes are required to comply with increasingly stringent state regulations, while receiving a higher numbers of requests every year. The FOIA Systems solution automates the process of managing and tracking requests, therefore benefiting staff with a more efficient process.

The FOIA Systems Suite captures all requests received by letter, web, email, fax, or walk-in. It handles all aspects of the request process by logging, routing and managing, calculating associated fees, generating letters and delivering the required documents.

Benefits

- **Increased Compliance** and more consistent handling of requests
- **Higher Revenue** with more accurate and easier handling of fees
- **Identify Costs** that are not currently being recouped, but are eligible to bill
- **Reduces Requests** with knowledgebase of information and documents
- **Finally...**

Complete. Easy. Affordable.

System and Pricing Options

FOIA Complete - designed for smaller cities with fewer needs and lower volume of requests, but still require a means to track requests and maintain compliance.

The pricing is **\$75 per month**

- Access for up to three staff members
- Up to 250 requests annually

FOIA Enterprise - complete solution for larger cities or cities that require additional staff member access, more requests, and complete customization.

The pricing based on population

- Unlimited staff access
- Unlimited requests

Features

Fee Tracking

Tracks all fees, including waived fees

Time Tracking

Easily tracks all staff time devoted to one or all requests

Reporting

Over 30 standard reports and custom report writer

Prior Request Searching

Quickly search prior requests for related issues and documents

Appeals Processing

Manages all requests in appeals or opinion status

Automated Routing

Automatically routes, notifies, escalates, and assigns

Escalation Rules

Automatically notifies staff about any compliance issues

Letter and Email Manager

Easily create and manage letters and email notifications

Payments

Creates invoices with online payment option for fees

Security

Highest level of security with User Profiles for staff