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"Rummaging in the government's attic"

Description of document: National Capital Planning Commission (NCPD) documents regarding the project to digitize NCPD files 2017-2019

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National Capital Planning Commission
Attn: Chief FOIA Officer
401 9th Street, NW, Suite 500N
Washington, DC 20004
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FOIA.gov

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November 1, 2022

By Electronic Mail

I am writing in response to your Freedom of Information Act (FOIA) request to the National Capital Planning Commission (NCPC) submitted to the FOIA Portal on October 20, 2022 and received in this office on the same date.

In your letter you request a copy of the agency records digitization plan.

In response to your request, I am providing three documents. The first is a copy of the scope of work for a contract to digitize the agency's files. The second is a copy of the structure of a file plan being used by two of NCPC's Divisions – the Policy and Research Division and the Physical Planning Division. The third is information on the Central File Information System (CFIS), which is an internal file system used by staff of the Urban Design and Plan Review Division. Finally, be advised the digitization of the General Counsel's files is a work in progress and is organized based on alphabetized subject matter.

There is no charge associated with this request because it took less than two hours of search time and less than 100 pages of duplication.

This determination may be appealed administratively within ninety days of the date of this letter by writing to the Chairman, National Capital Planning Commission, 401 9th Street, NW, North Lobby 5th Floor, Washington, D.C. 20004. You should clearly mark your correspondence: "Freedom of Information Appeal." You may also seek dispute resolution services from NCPC's FOIA Public Liaison or the National Archives and Records Administration's Office of Government Information Services.

If you need further assistance, please contact me at anne.schuyler@ncpc.gov, the above mailing address, or by phone at (202) 642-0591.

Sincerely,



Anne R. Schuyler
General Counsel
Chief FOIA Officer

CFIS for NCPC Initiatives

NCPC staff modified CFIS so that it can accommodate the workflow and file organization for NCPC initiatives (PRD, PPD, OPE projects). CFIS was originally designed as a system to organize UDPRD files and was primarily focused on projects submitted by applicant agencies for Commission review. However, CFIS should also be used for NCPC initiatives, including projects that may not go before the Commission for formal review or action. This helps archive all of the agency's planning efforts into one accessible location. The purpose of this memo is to describe how to use CFIS for NCPC initiatives. The memo does not address file management for projects under review by UDPRD.

When should I request a project number?

In general, staff should request a project number when scoping on an initiative begins. Even if a project does not move forward as part of a division's official work program, it is important to use CFIS to organize and manage files.

All current/existing initiatives should be moved into CFIS unless an exception is made by the PRD, PPD, or OPE division director.

How do I request a project number?

Request a project number from the NCPC intranet homepage. On the planning page, click on the 'Send Request' button on the right hand side of the page for requesting new projects. When you fill out that form, for the "Commission Date" field, select the "NCPC Initiatives" option. If the project is assigned a Commission meeting date in the future, it will be moved at that time to the appropriate folder.

What folders were added to CFIS to accommodate NCPC initiatives?

The following folders have been added to CFIS:

- Research Materials
- Working Documents
- Final Documents
- Contract Documents
- Public Engagement

Along with the above folders, the standard folders included in CFIS such as coordinating committee, correspondence, EDR, graphics, presentations, project synopsis, submission materials, web posting, etc. will appear in each project folder.

How can I access my files in CFIS?

Files can be accessed via the "I" drive under the NCPC Initiatives folder. Once an initiative has a project number, a folder with the project number will appear (within NCPC Initiatives folder) and will include the folder structure described below. Do not create folders in the NCPC Initiatives folder without first receiving a project number as described above.

Where should I place files in CFIS?

Coordinating Committee

- This folder will not be used for NCPC initiatives unless a project is moving forward to the Commission and requires coordinating committee review.

Correspondence

- File all NCPC official (signed) letters in this folder.
- File letters received from agencies or other stakeholders in this folder.

EDR

- If staff prepares an EDR for Commission review, file the EDR here.
- All final EDRs must be saved in this folder and not the Final Documents folder.

Graphics

- All working and final graphics should be filed here. This may include photos, illustrations, maps (pdfs or jpegs). Data should stay on T Drive.

Presentations

- File presentations for a Commission meeting in this folder.
- File presentations to agencies/stakeholders in this folder.
- Presentations for public meetings should be filed in the Public Engagement folder (see below).

Project Synopsis

- This folder will only be used if the project is on a Commission agenda and the project is discussed at Issues Meeting.

Submission Materials

- This folder will not be used for NCPC initiatives and is reserved for materials submitted by applicant agencies.

Web Posting

- Materials that are to be posted on NCPC's website should be placed in this folder.

Consultation Meeting Notes

- File materials from Executive Director Briefings (notes/agendas, etc.) in this folder.
- Approved meeting minutes (minutes that have been circulated to agency partners) from interagency meetings should be placed in this folder.

NEPA/Section 106

- This folder will not be used for NCPC initiatives unless there is a NEPA or Section 106 component to the project.

Research Materials

- Background materials, analysis, case studies, relevant legislation should be filed in this folder. Sub-folders should be used, and are at the discretion of the project manager.

Working Documents

- Working documents such as drafts of letters, reports, white papers, memos should be filed in this folder. In addition, documents provided to a consultant should be filed here. Sub-folder structure is at the discretion of the project manager. Possible sub folders include:
 - o *Drafts of letters/correspondence*
 - o *Drafts of reports or memos*
 - o *Documents provided to consultant*
 - o *Internal meeting minutes (i.e. not vetted through agency partners)*

Final Documents

- Final documents including reports should be filed here.
- Final EDRs should not be filed here, but in the EDR folder.

Contract Documents

- If NCPC has a consultant working on the project all contract documents should be filed in this folder. Possible sub-folders include:
 - o *Budget*
 - o *Scope (can also be internal scope, if no consultant is working)*
 - o *Procurement documents (RFPs, submissions, FAQs, emails, etc.)*
 - o *Contract with consultants*
 - o *Project schedule*
 - o *Invoices*
- If there is not a consultant working on the project, internal NCPC scope and schedule should be filed in this folder.

Public Engagement

- All public engagement materials should be file here including meeting announcements/invitations, presentations, and comments from public/stakeholders. Possible sub-folders to include:
 - o *Meeting Date folder*
 - *Meeting Announcement*
 - *Presentation*
 - o *Draft*
 - o *Final*
 - *Sign-in sheet*
 - *Handouts*
 - *Comments Received*

4/26/19: NCPC Digitization Proposal

Purpose

- Digitize for publication on the NCPC's website, historical and notable works for the NCPC's centennial anniversary
- Digitize non-permanent working and reference files to store as an electronic resource for current and future staff.

Contracting and Consultant Work (Start in May)

- OA will solicit bids from firms to conduct scanning work and establish a contract.
 - Identify potential vendors
 - Contact at least three vendors to schedule an assessment
 - Review quotes and establish an agreement
 - Schedule digitization project
- Goal is to have contract complete and work underway before close of FY19. Contractor will work into FY20.
- Tasks may need to be revised based on discussions with contractor (for example, we may need to limit volume scanned based on cost, or how documents are filed may use contractor system.)

Phase 1: Digitize major initiative work files (Now through end of July)

Each division will review, purge, and sort materials for *major* initiatives. See examples below.

- PPD: Southwest EcoDistrict, Framework Plan, others
- PRD: Height Master Plan, Comp Plan elements, others
- OGC: Legal opinions (largely done)
- OPE: CapitalSpace, Capitals Alliance
- UDPR: As needed.

Tasks:

- Each team works on its own files. Identify appropriate points of contact.
- Briefing from Cana/Marcella on distinction between working file and archive file.
- Determine for each initiative the appropriate filing organization (chronological, topic, type of document)
- Review files to:
 - identify any permanent records and notify the records manager for disposition instructions
 - ascertain usefulness and relevance of working files or reference materials to ensure there is a value in retaining the documents or information
 - Sort material.

- discard unnecessary or duplicate documents
- In coordination with divisions, OPE will identify key terms (ex. date, title, author, subject matter) that will be used to group, categorize, and or identify scanned files. Likely limited.
- Determine scanned file format
- Determine location for digitized files/develop an electronic file plan
- Determine appropriate disposition of paper files after they have been digitized
- Whether teams want to review their related online files along with the paper files is their call.
- Teams put organized files, in Barry's room or designated location for scanning.

Phase 2: Digitize smaller files and existing maps and materials. (July through September)

- Same tasks as above, except now we are digging into more general material.
- At the start, we should identify the remaining materials that need to be reviewed.
- Some of the materials do not have a formal owner, so we may need to divide up areas.
- For large, color, or unusually sized materials, determine scanned file format and best location for digital storage.
- Ken will be critical to help us identify what might be already digitized and where that is located.

Phase 3: Digitize historic reports, studies, and plans (July through October)

- OPE will review and curate historic plans. As appropriate, hard copies may then be archived.
- Largely led by OPE, but will require assistance from other staff to discuss curation strategy and selections.
- Marcella has the list from the library regarding materials.
- Goal is to digitize important NCPC plans and studies and provide in an on-line catalog available to staff, DCOP, and the general public.
- We won't be scanning materials from non-NCPC sources, or published materials, such as Worthy.
- Materials will also be helpful for centennial preparation.

PPD/PRD Project File Structure

Project Name

Archived Files

Contracting

- If NCPC has a consultant working on the project all contract documents should be filed in this folder. Possible sub-folders include:
 - Budget
 - Scope/Work Plan (can also be internal scope, if no consultant is working)
 - Procurement documents (RFPs, submissions, FAQs, emails, etc.)
 - Contract with consultants
 - Project schedule
 - Invoices

Correspondence

- Letters and other official forms of correspondence (can be organized by date or agency)
 - Agencies
 - Drafts
 - Public

Final Documents (NARA Documents)

- Final documents/deliverables including reports should be filed here.

Graphics

- Includes all graphic materials. Sub-folders may include:
 - CAD
 - GIS
 - Illustrator
 - Maps
 - SketchUp
 - InDesign
 - Photos
 - Photoshop

Meetings

- Use this folder to organize various meetings including:
 - Agencies
 - Name of Committee/Task Force
 - ED Briefings

Public Engagement

- All public engagement materials should be file here including meeting announcements/invitations, presentations, and comments from public/stakeholders. Possible sub-folders to include:

PPD/PRD Project File Structure

- *Meeting Date folder*
 - *Meeting Announcement*
 - *Presentation*
 - *Draft*
 - *Final*
 - *Sign-in sheet*
 - *Handouts*
 - *Comments Received*

Website

- Documents posted to NCPC's website
 - Blogs
 - Text for webpage

Working Documents

- Working documents include research materials, case studies, white papers, existing conditions info, etc.
 - Legislative/Regulatory
 - Support Documents (includes research docs)
 - Inventory
 - (Name of internal Study)