

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Memorandum 2005-4  
December 29, 2005

TO: All Agency and Department Heads and Designated FOIA Officers

ORIGINATOR: Patricia Elwood, <sup>PE</sup> Interim Secretary of the District of Columbia

SUBJECT: Annual District of Columbia Freedom of Information Act Report

Pursuant to section 208 of the District of Columbia Freedom of Information Act of 1976, ("D.C. FOIA"), D.C. Official Code § 2-538 (2001), as amended by D.C. Law 13-283, the "Freedom of Information Amendment Act of 2000," effective April 27, 2001, the Mayor of the District of Columbia is required to submit to the Council of the District of Columbia an annual report of the public information disclosure activities of each public body of the government of the District of Columbia.

More specifically, the Freedom of Information Amendment Act of 2000 requires the following items to be reported by each public body:

1. The number of requests for records received by each public body and the number of requests processed;
2. The number of determinations made by each public body not to comply with requests for records made to the public body and the reasons for each determination;
3. The number of requests for records pending before each public body as of September 30 of the preceding year;
4. The median number of days that requests have been pending before each public body as of September 30 of the preceding year;
5. The number of appeals made to the Mayor, the result of the appeals, and the reason for the action upon each appeal that results in a denial of information;
6. The number of employees found guilty of a misdemeanor for arbitrarily and capriciously violating any provision of the D.C. FOIA;
7. The number of requests processed within ten (10) days;
8. The number of requests processed between eleven (11) to twenty (20) days;
9. The number of requests processed in twenty-one (21) days or more;
10. The median number of days taken by each public body to process different types of requests;
11. The total amount of fees collected by each public body for processing requests;
12. The number of hours that staff devoted to processing requests for records, and the total amount expended by each public body for processing such requests; and

13. A qualitative description or summary statement, and conclusions drawn from the data regarding compliance with the requirements of the D.C. FOIA.

Attached is a standard form that is required to be used by all District public bodies in reporting their information disclosure activities in a uniform manner to facilitate the preparation of the annual report. The report must include all responsive information to the items enumerated on the enclosed form for the 12-month reporting period encompassing October 1, 2004 to September 30, 2005.

**Each public body is required to return the completed Annual FOIA Report form to the Office of the Secretary of the District of Columbia, 1350 Pennsylvania Avenue, N.W., Room 419, Washington, D.C. 20004 no later than Friday, January 20, 2006 to ensure that the District-wide Annual Report is timely submitted to the Council of the District of Columbia by February 1, 2006.**

If you have any questions or concerns regarding the annual report required by the D.C. FOIA, please contact Arnold R. Finlayson directly at (202) 727-7882.

Attachments:

As stated.

UNIFORM FORMAT FOR THE SUBMISSION OF THE  
ANNUAL FREEDOM OF INFORMATION ACT REPORT  
(Please type)

BASIC INFORMATION REGARDING REPORT

Name of Public Body \_\_\_\_\_

PROCESSING OF FOIA REQUESTS

Name, Title and Telephone Number of FOIA Officer: \_\_\_\_\_

Number of FOIA Requests Received During Reporting Period \_\_\_\_\_

Number of FOIA Requests Pending on September 30 of the  
Preceding Reporting Period \_\_\_\_\_

Median Number of Days FOIA Requests Pending at the end  
of the Preceding Fiscal Year \_\_\_\_\_

DISPOSITION OF FOIA REQUESTS

Number of Requests Granted, in whole \_\_\_\_\_

Number of Requests Granted, in Part, Denied, in Part \_\_\_\_\_

Number of Requests Denied, in whole \_\_\_\_\_

Number of Requests Withdrawn \_\_\_\_\_

Number of Requests Referred or Forwarded to Other  
Public Bodies<sup>1</sup> \_\_\_\_\_

Other Disposition \_\_\_\_\_

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

1. Exemption 1 - D.C. Official Code § 2-534(a)(1) \_\_\_\_\_

2. Exemption 2 - D.C. Official Code § 2-534(a)(2) \_\_\_\_\_

3. Exemption 3 - D.C. Official Code § 2-534(a)(3) \_\_\_\_\_

a. Subcategory (A) \_\_\_\_\_

b. Subcategory (B) \_\_\_\_\_

c. Subcategory (C) \_\_\_\_\_

d. Subcategory (D) \_\_\_\_\_

<sup>1</sup> This number only reflects the number of requests referred or forwarded to another public body as the only and final disposition of that request. The requests that are processed within the public body and resulted in a grant, denial or partial grant/denial as well as a referral are not included in this number.

- e. Subcategory (E) \_\_\_\_\_
- f. Subcategory (F) \_\_\_\_\_
- 4. Exemption 4 - D.C. Official Code § 2-534(a)(4) \_\_\_\_\_
- 5. Exemption 5 - D.C. Official Code § 2-534(a)(5) \_\_\_\_\_
- 6. Exemption 6 - D.C. Official Code § 2-534(a)(6) \_\_\_\_\_
  - a. Subcategory (A) \_\_\_\_\_
  - b. Subcategory (B) \_\_\_\_\_
- 7. Exemption 7 - D.C. Official Code § 2-534(a)(7) \_\_\_\_\_
- 8. Exemption 8 - D.C. Official Code § 2-534(a)(8) \_\_\_\_\_
- 9. Exemption 9 - D.C. Official Code § 2-534(a)(9) \_\_\_\_\_
- 10. Exemption 10 - D.C. Official Code § 2-534(a)(10) \_\_\_\_\_
- 11. Exemption 11 - D.C. Official Code § 2-534(a)(11) \_\_\_\_\_
- 12. Exemption 12 - D.C. Official Code § 2-534(a)(12) \_\_\_\_\_

**TIME-FRAMES FOR PROCESSING FOIA REQUESTS**

- Number of FOIA Requests Processed Within 15 days \_\_\_\_\_
- Number of FOIA Requests Processed Between 16 and 25 days \_\_\_\_\_
- Number of FOIA Requests Processed in 26 days or more \_\_\_\_\_
- Median Number of Days to Process FOIA Requests \_\_\_\_\_
- Average (mean) Number of Days to Process FOIA Requests \_\_\_\_\_

**RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS**

- Number of Hours Staff Devoted to Processing FOIA Requests \_\_\_\_\_
- Total Dollar Amount Expended by Public Body for Processing FOIA Requests \_\_\_\_\_

**FEES FOR PROCESSING FOIA REQUESTS**

- Total Amount of Fees Collected by Public Body \_\_\_\_\_
- Total Amount of Fees Waived by Public Body \_\_\_\_\_

**PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA**

- Number of Employees Found Guilty of a Misdemeanor for Arbitrarily or Capriciously Violating Any Provision of the District of Columbia Freedom of Information Act \_\_\_\_\_

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, "[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act]."