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OFFICE OF UNIFIED COMMUNICATIONS

UNIFORM FORMAT FOR THE SUBMISSION OF THE
ANNUAL FREEDOM OF INFORMATION ACT REPORT FOR FISCAL YEAR 2007
October 1, 2006 through September 30, 2007

(Please type)

PROCESSING OF FOIA REQUESTS

Name, Title and Telephone Number of FOIA Officer: Everett Lott
Chief of Staff

Number of FOIA requests received during reporting period 114

Number of FOIA requests pending on October 1, 2006..... ----

Number of FOIA requests pending on September 30, 2007..... 4

The average number of days unfilled requests have been pending before each public body as of September 30, 2007 12

DISPOSITION OF FOIA REQUESTS

Number of requests granted, in whole..... 71

Number of requests granted, in part, denied, in part..... 0

Number of requests denied, in whole..... 25

Number of requests withdrawn..... 18

Number of requests referred or forwarded to other public bodies[1]..... 24

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) ..... -
   e. Subcategory (E) ..... -
   f. Subcategory (F) ..... -

[1] 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.

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…… 19

Number of FOIA requests processed between 16 and 25 days…… 43

Number of FOIA requests processed in 26 days or more…….. 9

Average (mean) number of days to process FOIA Requests[2]…… 19

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…… $40*

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 …….. 0

[2] The Freedom of Information Amendment Act of 2000 requests the median number of days to process FOIA requests. We have provided the average number of days instead of the median number of days as it more reasonably reflects response to FOIA requests.

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]."

After performing multiple random checks, several deficiencies were observed . The intake process was flawed as requests were coming from multiple sources, some that were not regularly monitored. Additionally, a minimum of 24 cases were forwarded to another entity, usually MPD or FEMS as most requests are for recorded phone calls or radio transmissions relating to a specific police, fire or ems event. The Office of Unified Communications (OUC) entered into a Memorandum of Understanding with the MPD, agreeing that any MPD related FOIA request would come to/through them prior to being released by the OUC. A similar agreement, although not a MOU was fostered with FEMS.

Statistics indicate that the OUC FOIA process was flawed on intake, tracking and most importantly the FOIA officer lacked the fundamental knowledge of the FOIA codes and processes. After a complete analysis, the OUC Director sought and achieved partnerships with the entities mentioned above and aggressively sought better intake and tracking mechanisms. The intake points were minimized and one stand alone tracking system (Remedy) was identified as the sole process management function.

The new, efficient process have already proven to work already and will immediately improve the statistics below:

FOIA requests processed in 15 days: 19% will improve to 75%

16 to 25 days: 51% will improve to 20%

26 or more days: 13% to 5% or lower