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Department of Consumer and Regulatory Affairs

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: Selena G. Robinson
Freedom of Information Officer
202-478-9286

Number of FOIA requests received during reporting period 720

Number of FOIA requests pending on October 1, 2006..... 265

Number of FOIA requests pending on September 30, 2007..... 243

The average number of days unfilled requests have been pending before each public body as of September 30, 2007 15

DISPOSITION OF FOIA REQUESTS

Number of requests granted, in whole..... 372

Number of requests granted, in part, denied, in part..... 27

Number of requests denied, in whole..... 7

Number of requests withdrawn..... 7

Number of requests referred or forwarded to other public bodies[1]..... 27

Other disposition 19

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)..... 31
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)……..2
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)……..2
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…… 211

Number of FOIA requests processed between 16 and 25 days…… 60

Number of FOIA requests processed in 26 days or more…….. 189

Average (mean) number of days to process FOIA Requests[2]…… 13

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

Number of Hours Staff Devoted to Processing FOIA Requests…… 441

Total dollar amount expended by public body for processing FOIA requests…….. 10945

FEES FOR PROCESSING FOIA REQUESTS

Total amount of fees collected by public body…… 13722.85

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]."

DCRA receives about 700 FOIA request annually, which is about average for a medium-sized agency. The agency is adequate in meeting the statutory guidelines, but can improve, its processing time. Since December 26, 2006, the Department has implemented internal processes to improve the effectiveness and efficiency of the FOIA program by using multi-tracking processing. This process allows the FOIA Officer to segregate the requests into simple and complex, thus reducing the backlog of requests that can be easily responded to in with 24-48 hours. As a result, the Department experienced a reduction in the numbers of days required to process a request.