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DEPARTMENT OF HUMAN SERVICES

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: Robert C. Warren, Jr
Assistant Attorney General
(202) 671-4452

Number of FOIA requests received during reporting period 23

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

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 18

DISPOSITION OF FOIA REQUESTS

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

Number of requests granted, in part, denied, in part..... 3

Number of requests denied, in whole..... 4

Number of requests withdrawn..... 1

Number of requests referred or forwarded to other public bodies[1]..... 8

Other disposition 0

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

1. Exemption 1 - D.C. Official Code § 2-534(a)(1)..... 1
2. Exemption 2 - D.C. Official Code § 2-534(a)(2)..... 2
3. Exemption 3 - D.C. Official Code § 2-534(a)(3)..... 0
   a. Subcategory (A)..... 0
   b. Subcategory (B)..... 0
   c. Subcategory (C) 0
   d. Subcategory (D) 0
   e. Subcategory (E) 0
   f. Subcategory (F) 0

[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) …….. 0
5. Exemption 5 - D.C. Official Code § 2-534(a)(5)…….. 0
6. Exemption 6 - D.C. Official Code § 2-534(a)(6)…….. 0
   a. Subcategory (A)……..... 1
   b. Subcategory (B)…… 0
7. Exemption 7 - D.C. Official Code § 2-534(a)(7)…….. 0
8. Exemption 8 - D.C. Official Code § 2-534(a)(8)…….. 0
9. Exemption 9 - D.C. Official Code § 2-534(a)(9)…….. 0
10. Exemption 10 - D.C. Official Code § 2-534(a)(10)…….. 0
11. Exemption 11 - D.C. Official Code § 2-534(a)(11)…….. 0
12. Exemption 12 - D.C. Official Code § 2-534(a)(12)…….. 0

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

Number of FOIA requests processed within 15 days…… 15

Number of FOIA requests processed between 16 and 25 days…… 2

Number of FOIA requests processed in 26 days or more…….. 6

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…… 62

Total dollar amount expended by public body for processing FOIA requests…….. 767

FEES FOR PROCESSING FOIA REQUESTS

Total amount of fees collected by public body…… 406

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]."

The process for completing the Annual FOIA Report continues to improve however; there may be a need to amend D.C. FOIA to require payment of fees before documents are released. Employees quite often will expend a great of amount of time processing FOIA requests and handling voluminous amounts of documents for which some requesters will not pay the fee, or requesters will circumvent the process to keep from having to pay photocopying costs. This circumvention is usually done by requesting the release of documents through email. Requesters are asking for large numbers of documents and quite often employees must take the timely route of having to scan these documents in an effort to respond to the desires of the FOIA requester.

Additionally, a FOIA Training class for each administration within all agencies would be beneficial in ensuring that employees learn the importance of responding timely to FOIA requests and the importance of completing the FOIA Recordkeeping Time Sheet so the hours expended by employees are documented.