



**AGENCY RESOURCE FOR REVIEWING ANNUAL FOIA REPORT RAW DATA**

This resource is intended to assist agencies and components in reviewing their raw data before compiling aggregate numbers for their Annual FOIA Report. The columns correspond to the Annual Report Raw Data Template attached to OIP's guidance, [New Requirements for Agency Annual FOIA Reports \(justice.gov\)](#).

Column	Column Name	Instruction	Check
A	Component	Enter the component (or agency, if centralized) acronym as it appears in the Freedom of Information Act Annual Report.	Must Complete
B	Request Number	Enter the tracking number assigned to the FOIA request or consultation.	Must Complete
C	Is This a Consultation (Y/N)	<p>The consultation portions of the Annual Report require information about consultations received from other agencies, not sent to other agencies. Enter Y if this entry is a consultation received from another agency. Enter N if this entry is not a consultation received from another agency.</p> <p><u>If Y is entered, complete only columns A, B, C, H, and J (if applicable) for this consultation.</u></p>	<p>Must complete with Y or N</p> <p>If Column C = Y, the rest of the columns must be empty except A, B, C, I, and K (if closed).</p>
D	Days Allowed	Enter the number of days allowed to respond to the FOIA request (20 or 30). The time period in the statute for an agency to respond to a FOIA request is normally 20 working days from receipt of a perfected FOIA request. Under unusual circumstances, an agency may take ten additional days to respond to the FOIA request, in which case the number of days allowed is 30.	<p>Enter 20 or 30 if Column C contains N.</p> <p>Leave blank if Column C contains Y (and number is for a consultation)</p>
E	Exemption 3 Statutes	<p>List all Exemption 3 statutes relied upon to withhold information for the FOIA request.</p> <p>For each request, report all statutes relied upon, but count each statute only once per request.</p>	<p>If Column E contains information, a "3" must be listed in Column O.</p> <p>Separate multiple entries with a comma.</p> <p>If data is entered here, there must be data in Columns F and G.</p>



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Column	Column Name	Instruction	Check
F	Information Withheld	Describe the type of information that was withheld pursuant to the other Exemption 3 statute relied upon.	If data is entered here, there must be data in Column E and G.
G	Case Citation	List the case citation of all other Exemption 3 statutes relied upon to withhold information for the request. If no case citation exists, insert "N/A".	If data is entered here, there must be data in Columns E and F.
H	Date Initially Received	Provide the date received for the "purported" FOIA request or consultation, regardless of whether the request is perfected or non-perfected.	Must complete.  Date cannot be later than 9/30 of the reporting Fiscal Year.
I	Date Perfected	Provide the date the request was perfected. If it was never perfected, leave this column blank.  <i>Please note that most requests are already perfected when they are first received by an agency's FOIA office.</i>	Date cannot be later than 9/30 of the reporting Fiscal Year (FY).  Date perfected must be the same or later than the date in Column H.  If data is entered in Column I, a track must be entered in Column L.
J	Date Completed	Provide the date the FOIA request or consultation was closed in your office.	Date must be within 10/1 – 9/30 of the reporting FY.  If the request was not completed during the reporting FY, this should be left blank, and no closing information pertaining to the request should be included.  If Column C has an "N" and a date is listed in Column J, then Column M must have a disposition listed.



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Column	Column Name	Instruction	Check
K	Days Tolloed	Provide the number of days the component tolloed the FOIA request (i.e., where a component stops the 20 or 30 working day response time clock once it has begun to run).  <b>A request can be tolloed only after it has already been perfected.</b>	May only contain information if Column I is populated.  Number of days tolloed cannot exceed the number of working days between the date initially received and date closed.
L	Track	Enter the track associated with the request. Enter <b>S</b> for a simple request, <b>C</b> for a complex request, or <b>E</b> for a request granted expedited processing.	Must have data if there is a perfected date in Column I
M	Disposition Reason	Provide the disposition of each FOIA request. Select only one disposition to report for each request.  If exemptions were applied to any portion of the request, "Partial Grant/Partial Denial" or "Full Denial Based on Exemptions" must be used.  Report a full denial based on reasons other than exemption only if the request cannot be reported as a full grant, partial grant/partial denial, or full denial based on exemptions.	If Column M has a disposition listed, Column J must be completed.  If "Other" is entered in Column M, Column N must contain a reason for why the request was denied.  If Column M contains "Full Denial Based on Exemptions," Column O must list at least one exemption.  If Column M contains "Records Not Reasonably Described" or "Improper FOIA Request for Other Reason," Column I must be blank for that request, as it is unperfected by definition.
N	Disposition "Other" Reason	If you entered "Other" in Column M, provide the description of the "other" reason for the denial. You must be reasonably specific in your description, and if possible, you should use previously approved reasons in identical formatting (see Section V.B.(2) of previous Reports for examples). Provide only one "other" reason.	If Column N contains information, "Other" must be entered in Column M.



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Column	Column Name	Instruction	Check
O	Disposition Exemption(s) Applied	Report all exemptions applied for each request. Enter the respective number(s) of the exemption(s) applied, separating multiple exemptions with a comma. For example: 6, 7c. List each exemption applied only once per request.	<p>If Column O contains exemptions, Column M must list "Partial Grant/Partial Denial" or "Full Denial Based on Exemptions."</p> <p>If Column O contains "3," Columns E, F, and G must contain information.</p>
<b>Columns P through U pertain to Administrative Appeals, which should be entered in their own section of the Annual FOIA Report</b>			
P	Appeals – Date Received	Provide the date the administrative appeal was received.	The date must be before the end of the reporting FY.
Q	Appeals – Date Closed	Provide the date the administrative appeal was closed	<p>Column Q should only be completed if the appeal was closed during the reporting FY.</p> <p>If Column Q is completed, Column R must be completed.</p>
R	Appeals – Disposition	Enter the disposition associated with the administrative appeal adjudication (see section VI.B of the Report). Please note that "Closed for Other Reasons" should be entered only when the appeal neither affirmed nor reversed/remanded (either entirely or in part) the FOIA request determination, but rather where the component closed it for other reasons (e.g., the appeal was a duplicate appeal, the appeal was premature, etc.). One disposition should be entered per processed appeal.	If Column R contains information, Column Q must contain a date.
S	Reason for Denial on Appeals – Reason(s)	Enter the reason(s) other than exemptions the administrative appeal resulted in continued denial of the initial request (see section VI.C.2 of the Report for the reasons). Separate multiple reasons with a comma.	If "Other" is entered in Column S, Column T must contain information.



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Column	Column Name	Instruction	Check
T	Reason for Denial on Appeal – “Other” Reason(s)	If you enter “Other” in Column S, provide the description of the “other” reason for full denial. Provide only one “other” reason for full denial. This corresponds with section VI.C.(3) of the Report.	If information is entered in Column T, ensure that “Other” is listed in Column S.
U	Reason for Denial on Appeal – Exemption(s) Applied	Enter all exemption(s) applied for each appeal, separating multiple exemptions with a comma. For example: 6, 7c. List each exemption applied only once per appeal.	
V	Request for Expedited Processing – Date Received	Provide the date the component received the request for expedited processing.	Include all requests that had a expedited processing determination made during the reporting FY even if the request was made in a prior fiscal year.
W	Request for Expedited Processing – Date of Determination	Provide the date the component provided notice to the requester of its determination to deny or grant the request for expedited processing.	Include only determinations made during the reporting FY.
X	Request for Expedited Processing – Number of Days to Adjudicate	Enter here the number of days taken to make a determination on a request for expedited processing. To calculate the number of days, count <b>calendar days</b> starting from the day you receive the request for expedited processing through the day you provide notice to the requester of your determination to grant or deny the request for expedited processing. If a decision is made on the same day as the request is received, report <1. Please note that the response time captures the time taken to decide whether to grant or deny a request for expedited processing. The FOIA requires agencies to determine within ten calendar days whether a request satisfies the standards for expedited processing.	Must complete if provided data in Columns V and W.



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Column	Column Name	Instruction	Check
Y	Request for Expedited Processing – Granted/Denied	Indicate whether the request for expedited processing was granted or denied. Enter <b>G</b> for granted. Enter <b>D</b> for denied.	Complete if Columns V, W, and X contain data.  If Column Y contains a <b>G</b> , Column L must contain an <b>E</b> .
Z	Request for Fee Waiver - Date Adjudication Began	Provide the date your agency began considering whether to deny or grant the request for a fee waiver. Do not list any date that may precede consideration of the fee waiver request, e.g., date the request began waiting in a processing queue, processing time which precedes commencement of the adjudication of the fee waiver request, etc.	Include all requests that had a determination made during the reporting FY even if the fee waiver adjudication began in a prior fiscal year.
AA	Request for Fee Waiver - Date Adjudication Completed	Provide the date your agency completed its adjudication of the request for a fee waiver. Do not list any date that may succeed the adjudication, such as any other dates spent processing the request after the adjudication is made, etc.	Include only determinations made during the reporting FY.
AB	Request for Fee Waiver – Number of Days to Adjudicate	Enter here the number of days taken to adjudicate the request for a fee waiver. Be sure to include any days tolled in this calculation.  Please note that, unlike requests for expedited processing, the period of time to adjudicate a fee waiver request does not necessarily begin with the receipt of the fee waiver itself. As a result, to calculate the number of days taken to adjudicate request for a fee waiver, the component should count each working day spent considering whether to grant or deny the request for a fee waiver. If a decision is made on the same day adjudication is begun, report <1.	Must complete if provided data in Columns Z and AA.
AC	Request for Fee Waiver – Granted/Denied	Indicate whether the request for fee waiver was granted or denied. Enter <b>G</b> for granted. Enter <b>D</b> for denied.	Complete if Columns Z, AA, and AB contain data.
AD	Amount of Fees Collected	Enter here the amount of fees collected for any request where applicable.	