

Raw Data Validation Training



U.S Department of
JUSTICE

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Office of Information Policy

Introduction and Deadlines

- Deadline for agencies to submit their reports for review: **November 13, 2026**
- Materials needed to complete the data validation process:
 - Agency Spreadsheet Guidance
 - Annual Report Handbook
 - 2 CSV templates for uploading to FOIA.gov



Data Validation Process Outline

1. Agencies must use the two provided CSV templates to upload their data to FOIA.gov. Agencies must upload two CSV templates for each reporting component.
2. FOIA.gov will validate the data and either reject or pass the components' submissions
3. Once the component receives successful submissions on all spreadsheets, FOIA.gov will generate an XML file in the system
4. Upload the XML file into FOIA.gov to populate your agency's annual report
5. Do any additional review required, and then submit to OIP for review



Notes on Data Validation

- It is common to need to submit the report numerous times before receiving a successful validation from the system – be patient
- Upon rejection of a submission, you will receive an email with your spreadsheet. The spreadsheet will contain additional information on troubleshooting the errors in your data.
- Further information can be found in the Guidance provided in Sage's email – it will explain what to do with the error information provided and how to fix the issue
- Contact OIP Compliance with any questions or concerns!



Notes on Data Validation

Column	Column Name	Data Type	Instruction	Error Text	Check
V	Request for Fee Waiver – Granted/Denied	Text	Indicate whether the request for fee waiver was granted or denied. Cell is case sensitive, so must complete with a capital G or D . Enter <u>G</u> for granted. Enter <u>D</u> for denied.	"Must complete G or D in Column X"	Must complete if Columns U, V, and W contain data.
				"Column X must contain value if there is a value in either Columns U, V or W"	Must complete if Columns U, V, or W contain data.
W	Amount of Fees Collected	Integer	Enter the total amount of fees collected for this request, if applicable. Do not include any dollar signs.	N/A	The sum of all entries in this column should equal the amount entered on the Section IX – XI template for "Fees Collected".
X	Appeal Date Received	Date	Provide the date the appeal <u>was</u> received. Must complete if component processes <u>appeals</u> . If component doesn't <u>process appeals</u> , leave columns X-AC blank.	Must complete if Columns Y, Z, AA, AB, or AC contain data.	Must complete if Columns Y, Z, AA, AB, or AC contain data.



Further Notes on Data Validation

- Columns on the spreadsheet must not be added nor subtracted from the spreadsheet and formatting must not be altered in any way
- It must be a CSV file, the system will not accept an excel file



Section IX-XI Template

- Column A: Full-Time Employees
- Column B: Equivalent Full-Time Employees
- Column C: Processing Costs
- Column D: Litigation Costs
- Column E: Fees Collected
- Column F: Subsection (c) Exclusions
- Column G: Subsection (a)(2) Records Posted by FOIA Office
- Column H: Subsection (a)(2) Records Posted by Program

A	B	C	D	E	F	G	H	I	J	K	L
Full-Time	Equivalen	Processin	Litigation	Fees Colle	Subsectio	Subsectio	Subsection (a)(2)	Records Posted	by Program		
39	2.04	7346897	2229358	0	0	186	688				



Raw Data Template – Columns A through D

- Column A: Component/Office
 - Must be the exact acronym in FOIA.gov!
- Column B: Request Number
- Column C: Is This A Consultation? (Y/N)
 - Either Y or N only
- Column D: Days Allowed
 - Either 20 or 30 only

A	B	C	D
Component	Request Number	Is This A Consultation? (Y/N)	Days Allowed
OIP	FOIA-2020-00019	N	30
OIP	FOIA-2020-00028	N	30
OIP	FOIA-2020-00051	N	30
OIP	FOIA-2020-00113	N	30
OIP	FOIA-2020-00169	N	30
OIP	FOIA-2020-00170	N	30
OIP	FOIA-2020-00176	N	30



Raw Data Template – Columns E through H

- Column E: Exemption 3 Statutes
 - Input the code as designated in the guidance sheet
 - Column F: Other Ex. 3 Statute
 - Column G: Information Withheld
 - Column H: Case Citation
-
- Exemption 3 resources for columns F-H:
<https://www.justice.gov/oip/foia-resources#s4>



Raw Data Template – Columns E through H

APPENDIX A (Column E): ID Numbers for Exemption 3 Statutes

ID	Statute
1	52 U.S.C. § 30109(a)(12)(A) (formerly at 2 U.S.C. § 437g(a)(12)(A))
2	5 U.S.C. §§ 7114(b)(4), 7132
3	5 U.S.C. app. 4 § 107
4	7 U.S.C. § 12
5	7 U.S.C. § 136i-1
6	8 U.S.C. § 1202(f)
7	8 U.S.C. § 1158
8	10 U.S.C. § 130(a)
9	10 U.S.C. § 130b
10	10 U.S.C. § 130c
11	10 U.S.C. § 424
12	10 U.S.C. § 1102(f)
13	10 U.S.C. § 3309 (formerly at 10 U.S.C. § 2305(g))
14	13 U.S.C. §§ 8(b), 9(a)
15	13 U.S.C. § 301(g)

16	15 U.S.C. §§ 46(f), 57b-2(f)
17	15 U.S.C. §§ 2055(a)(2), 2055(b)(1), 2055(b)(5)
18	15 U.S.C. § 6801
19	15 U.S.C. § 3710a(c)
20	15 U.S.C. § 18a(h)
21	15 U.S.C. § 1314(g)
ID	Statute
22	15 U.S.C. § 4305(d)
23	16 U.S.C. § 470hh
24	54 U.S.C. § 100707 (formerly at 16 U.S.C. § 5937)
25	18 U.S.C. § 701
26	18 U.S.C. § 4208(c)
27	18 U.S.C. § 798
28	18 U.S.C. §§, 2510, et seq.
29	18 U.S.C. § 3123(d)
30	18 U.S.C. § 3153
31	18 U.S.C. § 3509(d)

32	18 U.S.C. § 3521(b)(1)(g)
33	18 U.S.C. § 5038
34	19 U.S.C. §§ 2605(h), 2605(i)
35	19 U.S.C. § 1677f
36	21 U.S.C. § 331(j)
37	22 U.S.C. § 1644
38	22 U.S.C. §§ 1461, 1461-1a
39	22 U.S.C. § 2778(e)
40	22 U.S.C. § 3104(c)
41	26 U.S.C. §§ 6103, 6105
42	26 U.S.C. § 7123
43	28 U.S.C. § 652(d)

ID	Statute
44	31 U.S.C. § 5311
45	31 U.S.C. § 3730
46	31 U.S.C. § 5319
47	35 U.S.C. § 122
48	38 U.S.C. § 5705



Raw Data Template – Columns E through H

E	F	G	H
Exemption 3 Statute	Other Ex. 3 Statute	Information Withheld	Case Citation
11			
69, 77	50 U.S.C. Â§ 3024(m)	Information pertaining to ODNI personnel	N/A
11, 69, 77, 67	50 U.S.C. Â§ 3024(m)	Information pertaining to ODNI personnel	N/A
69, 77	50 U.S.C. Â§ 3024(m)	Information pertaining to ODNI personnel	N/A
77	50 U.S.C. Â§ 3024(m)	Information pertaining to ODNI personnel	N/A
55			
55			



Raw Data Template – Columns I through M

- Column I: Date Initially Received
- Column J: Date Perfected
- Column K: Date Completed
- Column L: Days Tolled
- Column M: Track
 - Only E, C, or S are allowed

I	J	K	L	M
Date Initially Received ▾	Date Perfected ▾	Date Completed ▾	Days Tolled ▾	Track ▾
1/28/2020	1/28/2020			C
1/29/2020	1/29/2020			C
1/30/2020	1/30/2020	11/5/2024		C
2/4/2020	2/5/2020			C
2/10/2020	2/10/2020	11/20/2024		C
2/10/2020	2/10/2020	11/20/2024		C
2/11/2020	2/11/2020			C
2/13/2020	2/13/2020			E
2/14/2020	2/14/2020			C
2/25/2020	2/25/2020	4/14/2025		C



Raw Data Template – Columns N through P

- Column N: Disposition Reason
 - Input ID from Appendix B
- Column O: Disposition "Other" Reason
 - Only fill out if Column N says 12
- Column P: Disposition Exemption(s) Applied
 - Exemption 7 acceptable formats: 7a, 7b, 7c, etc

N	O	P
Disposition Reason	Disposition "Other" Reason	Disposition Exemption(s)
4		
12	Directed Requester to Publicly A	
12	Directed Requester to Publicly A	
2		6
6		
4		
6		
2		5, 6
6		
2		5, 6, 7c, 7e



Raw Data Template – Columns Q through S

- Column Q: Request for Expedited Processing - Date Received
- Column R: Request for Expedited Processing - Date of Determination
- Column S: Request for Expedited Processing - Granted/Denied

Q	R	S
Request for Expedited Processing ▾	Request for Expedited Processing ▾	Request for Expedited Processing ▾
9/16/2024	10/11/2024	G
11/26/2024	12/10/2024	G
12/24/2024	2/13/2025	D
1/7/2025	1/14/2025	D



Raw Data Template – Columns T through W

- Column T: Request for Fee Waiver - Date Adjudication Began
- Column U: Request for Fee Waiver - Date Adjudication Completed
- Column V: Request for Fee Waiver - Granted/Denied
- Column W: Amount of Fees Collected

T	U	V	W
Request for Fee	Request for Fee	Request	Amount
12/23/2024	12/24/2024	G	0
1/9/2025	1/10/2025	G	0
1/9/2025	1/10/2025	G	0
12/18/2024	12/19/2024	D	0
12/19/2024	12/20/2024	D	33.2
12/19/2024	12/20/2024	D	60



Raw Data Template – Columns X through AC

- Column X: Appeal Date Received
- Column Y: Appeal Date Closed
- Column Z: Appeal Disposition
- Column AA: Reasons for Denial on Appeal
- Column AB: Reasons for Denial on Appeal “other”
Reasons
- Column AC: Appeal Exemption(s) Applied



Raw Data Template – Columns X through AC

X	Y	Z	AA	AB	AC
Appeal Date Received	Appeal Date Closed	Appeal Disposition	Reasons for Denial on Appeal	Reasons for Denial on Appeal	Appeal Exemption(s) Applied
1/9/2024	1/13/2025	4	Other	Improper Appeal	
1/16/2024	8/27/2025	3			
1/16/2024	8/27/2025	3			
1/19/2024	10/17/2024	3			
1/24/2024	9/5/2025	3			
2/23/2024	1/28/2025	3			
2/23/2024	8/12/2025	3			
2/29/2024	3/13/2025	4	Other	Agency Performed Adequate	6
3/1/2024	2/10/2025	2			3, 6, 7c, 7e
3/9/2024	1/27/2025	4	Other	Agency Performed Adequate	3, 4, 6, 7c
3/12/2024	9/2/2025	3			
3/14/2024	9/3/2025	2			6, 7c
3/15/2024	12/16/2024	1			6, 7c
3/15/2024	12/17/2024	1			3, 5, 6, 7c, 7d, 7e, 7f
3/25/2024	4/7/2025	2			6, 7c
3/26/2024	12/16/2024	4	Other	Records Under Court Seal	1, 3, 6, 7c, 7d, 7e
3/26/2024	10/25/2024	2			6, 7c, 7d, 7e
3/31/2024	8/15/2025	1			5, 7e
3/28/2024	7/29/2025	1			5, 6
4/3/2024	6/17/2025	2			7a
4/3/2024	7/21/2025	2			7a
4/4/2024	7/3/2025	1			6, 7c, 7e, 7f
3/21/2024	6/25/2025	4	Other	Agency Performed Adequate	



Common Issues

- Improper perfected dates
- Fee waivers
- Improper exemption formatting
- Extra spacing



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Live Demo Time



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Any Questions?

- Contact us at DOJ.OIP.FOIA@usdoj.gov
- You can also email Sage Stewart and Gina DeJong directly!



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