

# Agency Reporting Obligations At-a-Glance

## Annual FOIA Report

In accordance with the FOIA, each year agencies submit to the Attorney General a report covering the prior fiscal year that includes numerous details regarding the agency's administration of the FOIA. [5 U.S.C. § 552\(e\)\(1\) \(2012 & Supp. V 2017\)](#). The FOIA also provides that "[t]he Attorney General . . . in consultation with the Director of the Office of Management and Budget (OMB), shall develop reporting and performance guidelines in connection with reports required by this subsection . . . and may establish additional requirements for such reports as the Attorney General determines may be useful." [Id. § 552\(e\)\(5\)](#).

- Key Resources: [DOJ Annual FOIA Report Handbook](#) and [Statutes Found to Qualify Under Exemption 3 of the FOIA](#)

## Chief FOIA Officer Report

In accordance with the FOIA, each agency Chief FOIA Officer must "review and report to the Attorney General, through the head of the agency, at such times and in such formats as the Attorney General may direct, on the agency's performance in implementing [the FOIA]." [5 U.S.C § 552\(j\)\(2\)\(D\)](#).

- Key Resource: [Guidelines for 2019 Chief FOIA Officer Reports](#)

## Quarterly FOIA Reports

**Quarterly FOIA Reports:** In accordance with the FOIA, the Department of Justice requires agencies to provide quarterly reporting of four key FOIA statistics so that they can be posted on FOIA.gov. [See 5 U.S.C. § 552\(e\)\(5\), \(j\)\(2\)\(D\)](#).

- Key Resource: [Guidance for Quarterly FOIA Reporting](#)

## Process and Timeline

### October 1, 2018

1. Agencies should begin working on verifying their Annual FOIA Report data prior to uploading their statistics to the DOJ Annual FOIA Report Tool.
  - a. The most effective way to do this would be to review the raw data for any discrepancies and to ensure all requests, appeals, and consultations for the fiscal year have been accounted for. For example, this can include comparing dispositions with perfected dates to make sure any non-perfected requests do not have perfected dates. You can also check to make sure any full denials based on exemptions have a corresponding exemption that was used.
2. After verifying the accuracy of their raw data or the data in their systems, agencies should complete the required NIEM-XML version of their Annual FOIA Report using the DOJ Annual FOIA Report Tool. *See page 22 of the Annual FOIA Report Handbook.*
3. Once the data has been uploaded into the Annual FOIA Report Tool, agencies must go through each tab of the spreadsheet and clear any red cells indicating data validation issues.

- a. Upon submission, notify OIP of any changes to component names or the addition or removal of any components. Also, notify OIP if you are asserting an Exemption 3 statute that does not appear on OIP's [List of Statutes Found to Qualify Under Exemption 3 of the FOIA](#).

**November 19, 2018**

4. Agencies must submit the NIEM-XML version of their Annual FOIA Report to OIP for review **by no later than November 19.**
5. Agencies should promptly make any necessary corrections resulting from the OIP-review process.
6. Agencies should use the charts provided by OIP to complete the human-readable version of their Annual FOIA Report.

**January 25, 2019**

7. Agencies are required to post their Quarterly Report for the first quarter of Fiscal Year 2019. See [Guidance for Quarterly FOIA Reporting](#).

**February 15, 2019 (updated deadline)**

8. All agencies must submit their draft 2019 Chief FOIA Officer Report to OIP for review in accordance with [OIP's Guidelines for the 2019 Chief FOIA Officer Reports](#).

**Before March 1, 2019**

9. Agencies should post both the open format NIEM-XML and human-readable versions of their Fiscal Year 2018 Annual FOIA Reports on their websites. Once posted, a link of the report should be sent to OIP for aggregation on OIP's website.
  - a. As soon as practical after posting the Annual FOIA Report, agencies should post the raw data for their Annual FOIA Report as well. Note: OIP will collect links for the raw data postings during the Chief FOIA Officer Report process.

**March 11, 2019**

10. Agencies are required to post their 2019 Chief FOIA Officer Reports online.

**April 26, 2019**

11. Agencies are required to post their Quarterly Report for the second quarter of Fiscal Year 2019. See [Guidance for Quarterly FOIA Reporting](#).

**July 26, 2019**

12. Agencies are required to post their Quarterly Report for the third quarter of Fiscal Year 2019. See [Guidance for Quarterly FOIA Reporting](#).

**October 25, 2019**

13. Agencies are required to post their Quarterly Report for the fourth quarter of Fiscal Year 2019. See [Guidance for Quarterly FOIA Reporting](#).