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### **Section VII Guidance for Machine-Readable Format (NIEM-XML)**

When reporting time increments in Section VII of the Annual FOIA Report, please note that all agencies must include a separate track for expedited requests. For the machine-readable format, use no more than the three specified tracks to report your time increments, i.e., simple, complex, and expedited. Requests granted expedited processing should always be tracked separately in the “expedited” track. If your agency uses more than two tracks for non-expedited requests (i.e., more than simple and complex), for purposes of the machine-readable report, condense the tracks down into the two tracks provided (simple and complex) according to whichever best characterizes the majority of the requests in the additional tracks. Conversely, if your agency uses fewer than two tracks for non-expedited requests, choose either the simple or complex track to report them, depending on which track best characterizes the majority of those requests.

Example 1: Agency tracks requests as general and expedited. Most general requests have a high volume of records. Report expedited requests in expedited columns. Report general requests in complex columns.

Example 2: Agency tracks requests as track 1, track 2, track 3, and expedited. Track 1 requests have a low volume of records. Track 2 and track 3 requests have a greater volume and complexity of records. Report expedited requests in expedited columns. Report track 1 requests in simple columns. Report track 2 and track 3 requests in the complex columns.