

Agency Name

Office of the State Superintendent of Education

Annual Freedom of Information Act Report for Fiscal Year 2015
October 1, 2014 through September 30, 2015

FOIA Officer Reporting: Mona Patel

PROCESSING OF FOIA REQUESTS

- 1. Number of FOIA requests received during reporting period ...102
2. Number of FOIA requests pending on October 1, 2014...6
3. Number of FOIA requests pending on September 30, 2015...15
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2015 ...53

DISPOSITION OF FOIA REQUESTS

- 5. Number of requests granted, in whole...46
6. Number of requests granted, in part, denied, in part...27
7. Number of requests denied, in whole...2
8. Number of requests withdrawn...1
9. Number of requests referred or forwarded to other public bodies...1
10. Other disposition ...16

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

- 11. Exemption 1 - D.C. Official Code § 2-534(a)(1)...4
12. Exemption 2 - D.C. Official Code § 2-534(a)(2)...29
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
Subcategory (A)...1
Subcategory (B)...1
Subcategory (C)...1
Subcategory (D)...1
Subcategory (E)...1
Subcategory (F)
14. Exemption 4 - D.C. Official Code § 2-534(a)(4) ...5
15. Exemption 5 - D.C. Official Code § 2-534(a)(5)...0

- 16. Exemption 6 - D.C. Official Code § 2-534(a)(6).....
- Subcategory (A)...9.....
- Subcategory (B)...9.....
- 17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....
- 18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....
- 19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....
- 20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....
- 21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....
- 22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....

**TIME-FRAMES FOR PROCESSING FOIA REQUESTS**

- 23. Number of FOIA requests processed within 15 days...41.....
- 24. Number of FOIA requests processed between 16 and 25 days...22.....
- 25. Number of FOIA requests processed in 26 days or more...30.....
- 26. Median number of days to process FOIA Requests...31.....

**RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS**

- 27. Number of staff hours devoted to processing FOIA requests...2000.....
- 28. Total dollar amount expended by public body for processing FOIA requests...56,000.....

**FEEES FOR PROCESSING FOIA REQUESTS**

- 29. Total amount of fees collected by public body...\$0.....

**PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA**

- 30. 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.....

**QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT**

The Office of Chief Operating Officer, the Office of the Director, the Office of General Counsel, and the Office of the Chief Information Officer have worked jointly to develop a system for processing of Freedom of Information Act requests that increases transparency, communication, and timeliness while also safeguarding student privacy. This system encompasses robust coordination between the FOIA officer and points of contact within each OSSE division to identify and gather responsive documents in a timely manner. Each FOIA request is subject to a four-tiered review that includes review by the FOIA officer, the general counsel, the chief information officer, and the superintendent. OSSE has adapted the FOIAXPress tool, which allows for centralized submission and tracking of all FOIA requests.