

Department of the Interior
Departmental Manual
Freedom of Information Act Handbook
(383 DM 15)

Effective Date: 4/22/04

Chapter 7: Annual Report to Congress

Originating Office: Office of the Chief Information Officer

7.1 Annual Report to Congress.

A. On or before February 1 of each year, in accordance with 5 U.S.C. 552(e), the Department of the Interior (DOI) is required to submit to the Office of Information and Privacy, Department of Justice (DOJ), a report covering the agency's FOIA activities for the preceding fiscal year. The report includes information about FOIA requests, appeals, and litigation against the Department, the cost to administer the program, the total amount of fees collected for processing requests, and other data regarding DOI's backlog, etc. DOI's reports may be accessed electronically by visiting DOI's FOIA home page.

B. DOJ will post the agency reports to its FOIA home page and notify Congress no later than April 1 that such reports are available via the Internet.

C. The electronic FOIA tracking system (EFTS) will generate the Department's annual report as well as a report concerning each bureau's activities (see paragraph 2.1B (1) of Chapter 2). The bureau FOIA Officers will provide additional information required for the report, e.g., information regarding the use of exemption 3 statutes, FOIA staff and resources, and the bureau's efforts to improve the FOIA program. This information is due to the Departmental FOIA Officer on or before December 1. Bureaus will ensure that the information is accurate and complete and in compliance with the requirements set forth in 383 DM 15.

D. The Departmental FOIA Officer is responsible for preparing DOI's annual report. Reports Control Symbol CON-74-013 has been assigned to this report.