

Quarterly FOIA Report Step-by-Step Instructions with Screenshots

These instructions accompany guidance issued by the Office of Information Policy (OIP) that includes updated requirements for submitting the Quarterly FOIA Reports. Agency Manager account holders at each agency should follow the instructions below for entering and submitting their quarterly report data to the Department of Justice to ensure successful publication on FOIA.gov.

Instructions for Entering Data into FOIA.gov

1. Track and gather the data points for each component:
 - a. Number of Ten Oldest Requests Closed for agency overall
 - b. the number of requests received during the reporting period, reported by component
 - c. the number of requests processed during the reporting period, reported by component
 - d. the number of requests in an agency's backlog at the end of the reporting period; reported by component
2. Once your data is ready, Agency Managers should log into www.FOIA.gov. Refer to the "Agency Manager Guide" or "Two-Factor Max.gov Authentication" for log-in instructions. If you still have trouble logging in contact the OIP Compliance Team.
3. Once logged in, select "Create Quarterly FOIA Report Data" on your home page.
4. On the **Agency Info** tab, type out the name of your agency. When the agency appears in the drop down select your agency.
 - a. Check the boxes for the agency overall abbreviation (if centralized), or each of the component abbreviations (if decentralized) that are reporting for the given quarter.

The screenshot shows a form titled "Agency info *". On the left, there are three tabs: "Agency data *", "Component data", and "Agency Overall". On the right, there is a dropdown menu for "Agency *" with "Department of Justice (1276)" selected. Below the dropdown is a section titled "Components" with a list of checkboxes: Antitrust, ATF, BOP, Civil, Civil Rights, COPS, Criminal, CRS, and DEA.

- b. Enter the Fiscal Year and select the quarter from the dropdown menu.

The screenshot shows a form with two fields. The first field is "Fiscal Year *" with the value "2021" entered. The second field is "Quarter *" with "Q4" selected from a dropdown menu.

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5. On the **Agency Data** tab, enter the ten oldest data for the agency overall in the Ten Oldest Pending Requests and Ten Oldest Requests Closed fields.

Agency info *	Ten Oldest Pending Requests *
Agency data *	<input type="text" value="10"/>
Component data	Did your agency have 10 or more perfected requests pending at the end of the last fiscal year? <ul style="list-style-type: none">• If so, please select the number 10.• If your agency had fewer than 10, please select the correct number.
Agency Overall	Ten Oldest Requests Closed *
	<input type="text" value="10"/>
	Of the ten or fewer requests identified in your previous response, please select the number of requests your agency has closed during the current fiscal year.

6. On the **Component Data** tab, click the "Add placeholders for component data below" button. This will add data fields for each component, or for the agency overall, based on the component abbreviations checked on the Agency Info tab.

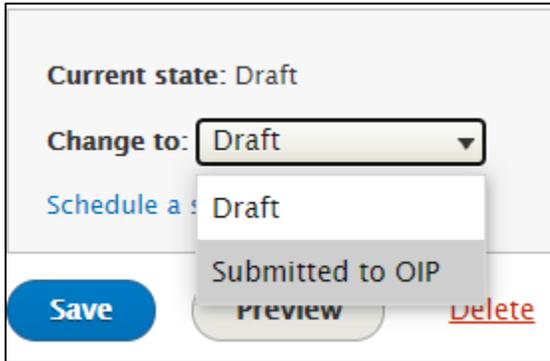
Add placeholders for component data below
Use this button when starting a new report, to quickly add placeholders for all of the components that you have selected in the checkboxes above.

- a. Enter the data fields for all components. If needed, you may remove a component by clicking the "Remove" button to the right. If you did not select a component checkbox and want to add another component, click "Add Quarterly Component Data," then select the component abbreviation that you would like to add from the drop down menu.

COMPONENT DATA	
<input checked="" type="checkbox"/> Quarterly Component Data	<input type="button" value="Remove"/>
Agency/Component *	<input type="text" value="Antitrust"/>
Number of requests received *	<input type="text" value="0"/>
Number of requests processed *	<input type="text" value="0"/>
Number of requests backlogged *	<input type="text" value="0"/>
<input type="button" value="Add Quarterly Component Data"/>	

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7. On the **Agency Overall** tab, confirm that the agency overall auto-summed totals are what you expect.
8. When you are ready to submit the data to the Department, update the status from "Draft" to "Submitted to OIP." Click "Save" at the bottom of the screen. Once the report is "Submitted to OIP" you will no longer be able to edit the report.



A screenshot of a web interface showing the process of changing a report's status. At the top, it says "Current state: Draft". Below that is a "Change to:" label followed by a dropdown menu currently set to "Draft". A dropdown menu is open, showing "Draft" as the selected option and "Submitted to OIP" as the option being hovered over. Below the dropdown menu are three buttons: a blue "Save" button, a grey "review" button, and a red "Delete" button.

9. Your Quarterly Report submission is now complete. If you would like to download a Word version of the report, go to the view or edit pages and click on the "Generate .docx" tab.



A horizontal row of six tabs: "View", "Edit", "Delete", "Revisions", "Generate docx", and "Clone". The "Generate docx" tab is highlighted in yellow.

10. Quarterly data should be visible on www.FOIA.gov/quarterly.html within 72 hours of reporting deadline. To confirm that your agency's data appears on FOIA.gov, select your agency's report from www.FOIA.gov/quarterly.html.

Troubleshooting, Corrections, and Late Submissions

1. If your agency's data is missing, please confirm that your data was saved and submitted to OIP in FOIA.gov. If so, and the data still does not appear on www.FOIA.gov/quarterly.html, please contact OIP.
2. If you find a discrepancy and need to update your agency's Quarterly Data, please email OIP's Compliance Team. Your correspondence should let OIP know the report year, quarter, component(s) and data point(s) that need to be updated. OIP will make the data correction(s) and publish the updated data on www.FOIA.gov/quarterly.html.
3. If your agency's data is submitted to OIP after that quarter's reporting deadline, please contact OIP so that we can publish your data.