

**2025 Chief FOIA Officer Report
Agencies Receiving More Than 50 Requests in Fiscal Year 2023¹**

The National Endowment for the Arts (NEA) is a small agency with approximately 160 staff members and no agency components. The agency's day-to-day FOIA operations are proportionately small. One FOIA Officer processes all FOIA requests received by the NEA. The FOIA Officer is supervised by the FOIA Public Liaison and the Chief FOIA Officer.

The NEA is committed to making its work transparent and recognizes that FOIA is a fundamental element of Open Government. By applying a presumption of openness and maintaining effective FOIA operations, the agency seeks to expand the availability of its information to the public. The following report describes the steps taken by the agency to implement FOIA during the past year.

Below, please find the NEA responses to questions required by the Department of Justice, Office of Information Policy.

Section I: FOIA Leadership and Applying the Presumption of Openness

The guiding principle underlying the Attorney General's 2022 [FOIA Guidelines](#) is the presumption of openness. The Guidelines also highlight the importance of agency leadership in ensuring effective FOIA administration. Please answer the following questions about FOIA leadership at your agency and describe the steps your agency has taken to ensure that the presumption of openness is being applied to all decisions involving the FOIA.

A. Leadership Support for FOIA

1. The FOIA requires each agency to designate a Chief FOIA Officer who is a senior official at least at the Assistant Secretary or equivalent level. See 5 U.S.C. § 552(j)(1) (2018). Is your agency's Chief FOIA Officer at or above this level?

Answer: Yes.

2. Please provide the name and title of your agency's Chief FOIA Officer.

Answer: Valencia Rainey, General Counsel.

3. What steps has your agency taken to incorporate FOIA into its core mission? For example, has your agency incorporated FOIA milestones into its strategic plan?

¹Unless otherwise noted, agency 2025 Chief FOIA Officer Reports should address agency activities that have occurred since the posting deadline of last year's Report, which was March 11, 2024, up until the posting of the 2025 Report (March 17, 2025). Thus, the general reporting period for the Chief FOIA Officer Reports is March 2024 to March 2025.

Answer: Ensuring effective FOIA administration and presumption of openness has proven to be vital to pursuing the agency’s top priorities. For example, the NEA proactively discloses sample narratives of successful applications for each artistic discipline on its FOIA web page and regularly reviews and updates those sample narratives. The majority of NEA FOIA requests are for successful applications to NEA programs.

In addition, the NEA Office of Inspector General (OIG)’s Strategic Plan 2020-2024 references FOIA as one of the agency’s administrative operations issue areas that are of prime importance and priority to the agency management, the Congress, and the American people. In that regard, the OIG’s strategic plan for 2020-2024 is to periodically review the agency’s policies and procedures for adherence to the Federal laws and regulations on FOIA and the Privacy Act.

B. Presumption of Openness

4. The Attorney General’s 2022 FOIA Guidelines provides that “agencies should confirm in response letters to FOIA requesters that they have considered the foreseeable harm standard when reviewing records and applying FOIA exemptions.” Does your agency provide such confirmation in its response letters?

Answer: Yes.

5. In some circumstances, agencies may respond to a requester that it can neither confirm nor deny the existence of requested records if acknowledging the existence of records would harm an interest protected by a FOIA exemption. This is commonly referred to as a *Glomar* response. If your agency tracks Glomar responses, please provide:

- the number of times your agency issued a full or partial *Glomar* response during Fiscal Year (FY) 2024 (separate full and partial if possible); and,
- the number of times a *Glomar* response was issued by exemption during FY 2024 (e.g., Exemption 7(C) – 20 times, Exemption 1 – 5 times).

Answer: The agency did not issue a *Glomar* response, full or partial, or by exemption, during Fiscal Year 2024.

6. Optional -- If there are any other initiatives undertaken by your agency to ensure that the presumption of openness is being applied, please describe them here.

Answer: The agency ensures the presumption of openness by making information relating to successful grant applications available on the agency website. Specifically, the NEA offers an online search tool for information on NEA grants awarded since 1998 in [NEA Online Grant Search](#).

Section II: Ensuring Fair and Effective FOIA Administration

The Attorney General’s 2022 [FOIA Guidelines](#) provide that “[e]nsuring fair and effective FOIA administration requires . . . proper training, and a full understanding of FOIA obligations by the entire agency workforce.” The Guidelines reinforce longstanding guidance to “work with FOIA requesters in a spirit of cooperation.” The Attorney General also “urge[s] agency Chief FOIA

Officers to undertake comprehensive review of all aspects of their agency's FOIA administration" as part of ensuring fair and effective FOIA administration.

A. FOIA Training

1. The FOIA directs agency Chief FOIA Officers to ensure that FOIA training is offered to agency personnel. See 5 U.S.C. § 552(a)(j)(2)(F). Please describe the efforts your agency has undertaken to ensure proper FOIA training is made available and used by agency personnel.

Answer: FOIA training is included in the agency FOIA professionals' Individual Development Plan each year and is actively discussed between the FOIA professionals and their supervisors to ensure adequate training. The agency also regularly provides its non-FOIA professionals with verbal and written guidance on their FOIA obligations.

2. Did your FOIA professionals or the personnel at your agency who have FOIA responsibilities attend substantive FOIA training during the reporting period such as that provided by the Department of Justice?

Answer: Yes.

3. If yes, please provide a brief description of the type of training attended or conducted and the topics covered.

Answer: NEA FOIA professionals attended the virtual training courses offered by the Department of Justice, Office of Information Policy, namely, *Report Refresher Trainings, Continuing FOIA Education, Advanced FOIA Training, Exemption 4 and Exemption 5 Training, Administrative Appeals, FOIA Compliance, and Customer Service Training, and Privacy Considerations Training.*

4. Please provide an estimate of the percentage of your FOIA professionals and staff with FOIA responsibilities who attended substantive FOIA training during this reporting period.

Answer: One hundred percent (100%).

5. OIP has [directed agencies](#) to "take steps to ensure that all of their FOIA professionals attend substantive FOIA training at least once throughout the year." If your response to the previous question is that less than 80% of your FOIA professionals attended training, please explain your agency's plan to ensure that all FOIA professionals receive or attend substantive FOIA training during the next reporting year.

Answer: Not applicable.

6. Describe any efforts your agency has undertaken to inform non-FOIA professionals of their obligations under the FOIA. In particular, please describe how often and in what formats your agency provides FOIA training or briefings to non-FOIA staff; and if senior leaders at your agency received a briefing on your agency's FOIA resources, obligations and expectations during the FOIA process?

Answer: The agency FOIA professionals regularly provide non-FOIA professionals with verbal and written guidance on their FOIA obligations. The FOIA Officer works one-on-one with agency staff assisting with FOIA administration and answers any questions that arise during FOIA processing. The FOIA Public Liaison provides guidance and information to non-FOIA professionals as needed. The Chief FOIA Officer conducted a FOIA training for the senior leadership in early 2024. The agency anticipates providing an all-staff FOIA training in 2025, subject to resource availability.

B. Outreach

7. As part of the standard request process, do your FOIA professionals proactively contact requesters concerning complex or voluminous requests in an effort to clarify or narrow the scope of the request so requesters can receive responses more quickly? Please describe any such outreach or dialogue and, if applicable, any specific examples.

Answer: Yes, NEA FOIA professionals often proactively contact requesters concerning complex, voluminous, or unclear requests. In such circumstances, the FOIA Officer reaches out to the requester by email and/or phone to provide them with an opportunity to clarify or narrow the scope of their requests so that the agency can more efficiently provide the records sought. The FOIA Officer tries to provide requesters with relevant information and/or resources that are publicly available so that the requesters can use them for future reference. The agency makes its FOIA Public Liaison and the Office of Government Information Services at the National Archives and Records Administration available for the requesters as needed.

8. Outside of the standard request process or routine FOIA Liaison or FOIA Requester Service Center interactions, did your FOIA professionals engage in any outreach or dialogue, with the requester community or open government groups regarding your administration of the FOIA? For example, did you proactively contact frequent requesters, host FOIA-related conference calls with open government groups, or provide FOIA training to members of the public? Please describe any such outreach or dialogue and, if applicable, any specific examples of how this dialogue has led to improvements in your agency's FOIA administration.

Answer: The agency's FOIA professionals did not engage in outreach or dialogue outside of the standard request process or routine FOIA Liaison or FOIA Requester Service Center interactions.

9. The FOIA Improvement Act of 2016 requires additional notification to requesters about the services provided by the agency's FOIA Public Liaison. Please provide an estimate of the number of times requesters sought assistance from your agency's FOIA Public Liaison during Fiscal Year 2024 (please provide a total number or an estimate of the number for the agency overall).

Answer: FOIA requesters did not seek assistance from the agency's FOIA Public Liaison during Fiscal Year 2024.

C. Other Initiatives

10. Has your agency evaluated the allocation of agency personnel resources needed to respond to current and anticipated FOIA demands? If so, please describe what changes your agency has or will implement.

Answer: The NEA regularly monitors and evaluates the allocation of its personnel resources needed to respond to FOIA demands. In Fiscal Year 2023, the agency unexpectedly lost a staff member with FOIA responsibilities and had to rely on a temporary contractor to ensure effective FOIA administration. At the beginning of this reporting period, the agency was able to hire a full-time Federal employee as a new FOIA Officer. The NEA now has dedicated agency personnel for all FOIA positions and has successfully met the FOIA demands despite the significant increase in volume and complexity.

11. How does your agency use data or processing metrics to ensure efficient management of your FOIA workload? For example, case management reports, staff processing statistics, etc. In addition, please specifically highlight any data analysis methods or technologies used.

Answer: The FOIA Officer efficiently manages its FOIA workload, including requests processing, reporting, and processing statistics. Reports and data are generated as necessary from the data logged, in order to provide accurate reporting on internal FOIA metrics (as needed) and for external reporting (as required).

12. The federal [FOIA Advisory Committee](#), comprised of agency representatives and members of the public, was created to foster dialogue between agencies and the requester community, solicit public comments, and develop recommendations for improving FOIA administration. Since 2020, the FOIA Advisory Committee has issued a number of [recommendations](#). Please answer the below questions:

- Is your agency familiar with the FOIA Advisory Committee and its recommendations?
- Has your agency implemented any of its recommendations or found them to be helpful? If so, which ones?

Answer: Yes, the agency is familiar with the FOIA Advisory Committee and its recommendations. Particularly, the agency is in alignment with Recommendation No. 2020-03, working toward the goal of collecting, describing, and giving access to FOIA-released records in one or more central repositories and on agency website, and Recommendation No. 2022-07, encouraging agencies to post on their FOIA websites certain information beyond what is required by law.

13. Optional -- If there are any other initiatives undertaken by your agency to ensure fair and effective FOIA administration, please describe them here.

Answer: The NEA FOIA Professionals often proactively communicate with other NEA offices to improve the agency's FOIA administration and apply a presumption of openness. For example, FOIA professionals collaborate with the agency's Office of Research and Analysis as well as Data Governance Board (DGB) to make proactive disclosures of information relating to successful grant applications and make various online resources and information more readily accessible and user friendly on the agency's website.

Section III: Proactive Disclosures

The Attorney General's 2022 [FOIA Guidelines](#) emphasize that "proactive disclosure of information is . . . fundamental to the faithful application of the FOIA." The Guidelines direct agencies to post "records online quickly and systematically in advance of any public request" and reiterate that agencies should post records "in the most useful, searchable, and open formats possible."

1. Please describe what steps your agency takes to identify, track, and post (a)(2) proactive disclosures.

Answer: The agency routinely identifies and posts a number of information concerning the agency's operation and programs. The FOIA Professionals also work closely with the agency's non-FOIA professionals to identify, track, and post sample narratives of successful grant applications, as the bulk of NEA FOIA requests seek information on awarded grant programs. The program offices with the subject matter expertise on each artistic discipline and program assist the FOIA professionals with identifying the proper materials to be posted; and the FOIA professionals ensure that the materials are uploaded on the agency website with appropriate redactions as applicable.

2. Does your agency post logs of its FOIA requests?

- If so, what information is contained in the logs?
- Are they posted in CSV format? If not, what format are they posted in?
- Please provide a link to the page where any FOIA logs are posted. If applicable, please provide component links.

Answer: The NEA posts the raw statistical data used to compile the agency's Annual FOIA Reports in Excel format here: <https://www.arts.gov/about/foia/agency-foia-reports-and-logs>. The agency does not post separate FOIA requests logs on its website.

3. Provide examples of any material (with links) that your agency has proactively disclosed during the past reporting year, including records that have been requested and released three or more times in accordance with 5 U.S.C. § 552(a)(2)(D).

Answer:

- [NEA Credit Card Holders](#)
- [LAA-Sample-Narratives-February2024.pdf](#)

4. Please provide a link (or component links, if applicable) where your agency routinely posts its frequently requested records.

Answer:

- [FOIA Library, Frequently Requested Records | National Endowment for the Arts](#)

5. Beyond posting new material, is your agency taking steps to make the posted information more useful to the public, especially to the community of individuals who regularly access your agency's website? If yes, please provide examples of such improvements, such as steps taken to post

information in open and machine-readable formats. If not taking steps to make posted information more useful, please explain why.

Answer: Yes, the agency web page has an online search tool that potential applicants can use at any time to look up information on NEA grants awarded since 1998. Moreover, the agency is looking into making historical grant data, which are currently in individual PDF files, available in a more user-friendly and searchable format.

6. Does your proactive disclosure process or system involve any collaboration with agency staff outside the FOIA office, such as IT or data personnel? If so, describe this interaction.

Answer: Yes. The FOIA office regularly coordinates with the program offices to identify materials for proactive disclosures, as well as with a web manager in the agency's Office of Public Affairs to upload the documents identified.

7. Optional -- Please describe the best practices used to improve proactive disclosures and any challenges your agency faces in this area.

Section IV: Steps Taken to Greater Utilize Technology

A key component of FOIA administration is using technology to make information available to the public and to gain efficiency in FOIA processing. The Attorney General's 2022 [FOIA Guidelines](#) emphasize the importance of making FOIA websites easily navigable and complying with the [FOIA.gov](#) interoperability requirements. Please answer the following questions to describe how your agency is using technology to improve its FOIA administration and the public's access to information.

1. Has your agency reviewed its FOIA-related technological capabilities to identify resources needed to respond to current and anticipated FOIA demands?

Answer: Yes.

2. Please briefly describe any new types of technology your agency uses to support your FOIA program.

Answer: Given the small size of the agency, with approximately 160 staff members and no agency components, the NEA has been able to respond to FOIA demands without the need to use new types of technology. The agency uses the *Microsoft Purview E-discovery* software to process FOIA requests that require using search terms across various electronic files or databases. In addition, the agency utilizes *Adobe Acrobat* to apply appropriate redactions to agency records being released and *Microsoft Excel* to track requests processing and annually prepare required reports.

3. Does your agency currently use any technology to automate record processing? For example, does your agency use machine learning, predictive coding, technology assisted review or similar tools to conduct searches or make redactions? If so, please describe and, if possible, estimate how much time and financial resources are saved since implementing the technology.

Answer: The NEA currently does not use any technology to automate record processing.

4. OIP issued [guidance](#) in 2017 encouraging agencies to regularly review their FOIA websites to ensure that they contain essential resources and are informative and user-friendly. Has your agency reviewed its FOIA website(s) during the reporting period to ensure it addresses the elements noted in the guidance?

Answer: Yes. The agency's FOIA webpage is reviewed on a regular basis, in coordination with the Office of Public Affairs and the program offices.

5. Did all four of your agency's [quarterly reports](#) for Fiscal Year 2024 appear on FOIA.gov?

Answer: Yes.

6. If your agency did not successfully post all quarterly reports on FOIA.gov, please explain why and provide your agency's plan for ensuring that such reporting is successful in Fiscal Year 2025.

Answer: Not applicable.

7. The FOIA Improvement Act of 2016 requires all agencies to post the raw statistical data used to compile their Annual FOIA Reports. Please provide the link to this posting for your agency's Fiscal Year 2023 Annual FOIA Report and, if available, for your agency's Fiscal Year 2024 Annual FOIA Report.

Answer: The raw statistical data used to compile the agency's Fiscal Years 2023 and 2024 Annual FOIA Reports are available at [Agency FOIA Reports and Logs | National Endowment for the Arts](#).

8. In February 2019, DOJ and OMB issued joint [Guidance](#) establishing interoperability standards to receive requests from the National FOIA Portal on FOIA.gov. Are all components of your agency in compliance with the guidance?

Answer: Yes, the NEA is in compliance with the interoperability guidance. The NEA does not have any components.

9. Optional -- Please describe the best practices used in greater utilizing technology and any challenges your agency faces in this area.

Section V: Steps Taken to Remove Barriers to Access, Improve Timeliness in Responding to Requests, and Reduce Backlogs

The Attorney General's 2022 [FOIA Guidelines](#) instruct agencies "to remove barriers to requesting and accessing government records and to reduce FOIA processing backlogs." Please answer the following questions to describe how your agency is removing barriers to access, improving timeliness in responding to requests, and reducing FOIA backlogs.

A. Remove Barriers to Access

1. Has your agency established alternative means of access to first-party requested records, outside of the typical FOIA or Privacy Act process?

Answer: Yes.

2. If yes, please provide examples. If no, please indicate why not. Please also indicate if you do not know.

Answer: The NEA provides on its website an online search tool for information on NEA grants awarded since 1998. Applicants/grantees for NEA grants may also contact NEA program staff to receive additional information or feedback and ask questions regarding their applications/awards. The agency website is updated with the current contact information of NEA staff by artistic discipline and program.

3. Please describe any other steps your agency has taken to remove barriers to accessing government information.

Answer: Nothing more to report.

B. Timeliness

4. For Fiscal Year 2024, what was the average number of days your agency reported for adjudicating requests for expedited processing? Please see Section VIII.A. of your agency's Fiscal Year 2024 Annual FOIA Report.

Answer: The average number of days the agency reported for adjudicating requests for expedited processing for Fiscal Year 2024 was seven (7) days.

5. If your agency's average number of days to adjudicate requests for expedited processing was above ten calendar days, according to Section VIII.A. of your agency's Fiscal Year 2024 Annual FOIA Report, please describe the steps your agency will take to ensure that requests for expedited processing are adjudicated within ten calendar days or less.

Answer: Not applicable. The NEA has processed expedited requests within ten (10) days.

6. Does your agency utilize a separate track for simple requests?

Answer: Yes. The NEA separately tracks simple requests.

7. If your agency uses a separate track for simple requests, according to Annual FOIA Report section VII.A, was the agency overall average number of days to process simple requests twenty working days or fewer in Fiscal Year 2024?

Answer: Yes.

8. If not, did the simple track average processing time decrease compared to the previous Fiscal Year?

Answer: Not applicable. The NEA's overall average number of days to process simple requests in Fiscal Year 2024 was twenty (20) days.

9. Please provide the percentage of requests processed by your agency in Fiscal Year 2024 that were placed in your simple track. Please use the following calculation based on the data from your Annual FOIA Report: (processed simple requests from Section VII.C.1) divided by (requests processed from Section V.A.) x 100.

Answer: Seventy-eight and six hundredths' percent (78.06%).

10. If your agency does not track simple requests separately, was the average number of days to process all non-expedited requests twenty working days or fewer?

Answer: Not applicable. The NEA tracks simple requests separately.

C. Backlogs

Backlogged Requests

11. If your agency had a backlog of requests at the close of Fiscal Year 2024, according to Annual FOIA Report Section XII.D.2, did that backlog decrease as compared with the backlog reported at the end of Fiscal Year 2023?

Answer: Not applicable. The NEA did not have a backlog of requests at the close of Fiscal Year 2024.

12. If not, according to Annual FOIA Report Section XII.D.1, did your agency process more requests during Fiscal Year 2024 than it did during Fiscal Year 2023?

Answer: Yes, the agency processed three times higher number of requests during Fiscal Year 2024 than it did during Fiscal Year 2023. Nonetheless, the agency did not have any backlog.

13. If your agency's request backlog increased during Fiscal Year 2024, please explain why and describe the causes that contributed to your agency not being able to reduce its backlog. When doing so, please also indicate if any of the following were contributing factors:

- An increase in the number of incoming requests
- A loss of staff
- An increase in the complexity of the requests received (if possible, please provide examples or briefly describe the types of complex requests contributing to your backlog increase)
- Litigation
- Any other reasons – please briefly describe or provide examples when possible

Answer: Not applicable.

14. If you had a request backlog, please report the percentage of requests that make up the backlog out of the total number of requests received by your agency in Fiscal Year 2024. Please use the following calculation based on data from your Annual FOIA Report: (backlogged requests from Section XII.A) divided by (requests received from Section V.A) x 100. This number can be greater than 100%. If your agency has no request backlog, please answer with "N/A."

Answer: Not applicable.

Backlogged Appeals

15. If your agency had a backlog of appeals at the close of Fiscal Year 2024, according to Section XII.E.2 of the Annual FOIA Report, did that backlog decrease as compared with the backlog reported at the end of Fiscal Year 2023?

Answer: Not applicable. The NEA did not have any backlog of appeals at the close of Fiscal Year 2024.

16. If not, according to section XII.E.1 of the Annual FOIA Report, did your agency process more appeals during Fiscal Year 2024 than it did during Fiscal Year 2023?

Answer: Not applicable. The agency did not have any appeal during either Fiscal Year 2023 or 2024.

17. If your agency's appeal backlog increased during Fiscal Year 2024, please explain why and describe the causes that contributed to your agency not being able to reduce its backlog. When doing so, please also indicate if any of the following were contributing factors:

- An increase in the number of incoming appeals
- A loss of staff
- An increase in the complexity of the requests received (if possible, please provide examples or briefly describe the types of complex requests contributing to your backlog increase)
- Litigation
- Any other reasons – please briefly describe or provide examples when possible

Answer: Not applicable.

18. If you had an appeal backlog, please report the percentage of appeals that make up the backlog out of the total number of appeals received by your agency in Fiscal Year 2024. Please use the following calculation based on data from your Annual FOIA Report: (backlogged appeals from Section XII.A) divided by (appeals received from Section VI.A) x 100. This number can be greater than 100%. If your agency did not receive any appeals in Fiscal Year 2024 and/or has no appeal backlog, please answer with "N/A."

Answer: Not Applicable.

D. Backlog Reduction Plans

19. In the 2024 guidelines for Chief FOIA Officer Reports, any agency with a backlog of over 1000 requests in Fiscal Year 2023 was asked to provide a plan for achieving backlog reduction in the year ahead. Did your agency implement a backlog reduction plan last year? If so, describe your agency's efforts in implementing this plan and note if your agency was able to achieve backlog reduction in Fiscal Year 2024?

Answer: Not applicable.

20. If your agency had a backlog of more than 1,000 requests in Fiscal Year 2024, please explain your agency's plan to reduce this backlog during Fiscal Year 2025.

Answer: Not applicable.

E. Reducing the Age of Requests, Appeals, and Consultations

Ten Oldest Requests

21. In Fiscal Year 2024, did your agency close the ten oldest pending perfected requests that were reported in Section VII.E. of your Fiscal Year 2023 Annual FOIA Report?

Answer: Yes. The ten oldest pending perfected requests reported in Section VII.E of the agency's Fiscal Year 2023 Annual FOIA Report were received at the end of Fiscal Year 2023. All of them were timely processed at the beginning of Fiscal Year 2024.

22. If no, please provide the number of these requests your agency was able to close by the end of the fiscal year, as listed in Section VII.E of your Fiscal Year 2023 Annual FOIA Report. If you had less than ten total oldest requests to close, please indicate that.

Answer: Not applicable.

23. Beyond work on the ten oldest requests, please describe any steps your agency took to reduce the overall age of your pending requests.

Answer: Not applicable.

Ten Oldest Appeals

24. In Fiscal Year 2024, did your agency close the ten oldest appeals that were reported pending in Section VI.C.5 of your Fiscal Year 2023 Annual FOIA Report?

Answer: Not applicable. The agency did not have any appeal pending at the end of Fiscal Year 2023.

25. If no, please provide the number of these appeals your agency was able to close by the end of the fiscal year, as listed in Section VII.C.(5) of your Fiscal Year 2023 Annual FOIA Report. If you had less than ten total oldest appeals to close, please indicate that.

Answer: Not applicable.

26. Beyond work on the ten oldest appeals, please describe any steps your agency took to reduce the overall age of your pending appeals.

Answer: Not applicable.

Ten Oldest Consultations

27. In Fiscal Year 2024, did your agency close the ten oldest consultations that were reported pending in Section XII.C. of your Fiscal Year 2023 Annual FOIA Report?

Answer: Not applicable. The agency did not have any old consultations that were reported pending in Section XII.C of its Fiscal Year 2023 Annual FOIA Report.

28. If no, please provide the number of these consultations your agency was able to close by the end of the fiscal year, as listed in Section XII.C. of your Fiscal Year 2023 Annual FOIA Report. If you had less than ten total oldest consultations to close, please indicate that.

Answer: Not applicable.

Additional Information Regarding Ten Oldest

29. If your agency did not close its ten oldest pending requests, appeals, or consultations, please explain why and provide a plan describing how your agency intends to close those “ten oldest” requests, appeals, and consultations during Fiscal Year 2025.

Answer: Not applicable.

F. Additional Information about FOIA Processing

30. Were any requests at your agency the subject of FOIA litigation during the reporting period? If so, please describe the impact on your agency’s overall FOIA request processing and backlog. If possible, please indicate:

- The number and nature of requests subject to litigation
- Common causes leading to litigation
- Any other information to illustrate the impact of litigation on your overall FOIA administration

Answer: No request at the agency was the subject of FOIA litigation during the reporting period.

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