"Awareness" of FOIA requests

FOIAs of Interest.

1. Provide to the Office of Public Affairs (OPA) each Thursday afternoon weekly reports listing incoming FOIA requests of interest; Note, the reports would not contain any personnel related requests.
2. Hold weekly meetings between OPA and the Office of Privacy and Open Government (OPOG) to discuss FOIAs of interest.
3. Categories of interest:
    - Media;
    - Secretary of Commerce;
    - Public interest / special interest; and
    - Legal (submitted by an attorney).
4. Each report will contain the following information:
    - Request number;
    - Received date;
    - Requester name;
    - Requester organization;
    - Brief description;
    - Category (topic of interest); and
    - Comments (use to describe 'Other' category or provide information you believe is important for us to know.
5. Requests closed during the week with the following final dispositions are to be excluded from the report:
    - All records referred to another Agency;
    - Request withdrawn;
    - Fee-related reason;
    - Records not reasonably described;
    - Improper FOIA request for other reason;
    - Not an agency records; or
    - Duplicate request.
6. OPA will identify requests of interest warranting OPA review of response determinations.
7. OPOG or the lead bureau for a request will provide OPA appropriate information for awareness.