

Congress should amend FOIA to mandate regular publication of agency FOIA logs to contain, at a minimum, 13 fields generally maintained in agency FOIA tracking systems, including:

- 1) the tracking number of the request,**
- 2) the date of the request,**
- 3) the name of the requester, unless the requester is a first-person requester seeking access to their own information,**
- 4) the organizational affiliation of the requester, if identified in the request,**
- 5) the subject matter of the request,**
- 6) the status of the request,**
- 7) the result of the request (if closed),**
- 8) exemptions cited, if any,**
- 9), the date on which the request was resolved,**
- 10) the fee category assigned to the request,**
- 11) whether a fee waiver was requested,**
- 12) if a fee waiver was requested, whether it was granted, and**
- 13) fees charged to the requester, if any.**

FOIA's affirmative disclosure provisions should mandate the ongoing publication of agency FOIA logs on at least a quarterly basis, unless the agency receives fewer than 100 requests per year in which case it could publish them semi-annually.

The logs should be posted in Excel or CSV format and transmitted to DOJ for additional posting on [foia.gov](https://www.foia.gov).

Explanation: FOIA logs have proven useful to government policymakers, reporters, and academics alike. Sometimes the use is one that promotes FOIA efficiency: searching the logs can help a requester make a more precise request or request records already produced that would be readily available to the FOIA office. In other instances, the logs have promoted improvements to FOIA administration. The logs are maintained by the agency as part of their responsibilities to track requests and meet statutory deadlines, as well as to report aggregate processing statistics to Congress and the DOJ each year. And most agencies post some form of the logs already, albeit not a standardized one.

On the basis of the prior research supporting these conclusions, it seems entirely feasible for agencies to publish logs on an ongoing basis in a standardized form. This recommendation reflects work done in earlier terms of the FOIA Advisory Committee. In its final report, the 2016-2018 Committee suggested that the Office of Government Information Services (OGIS) publish and promote best practices for agencies to implement, including publishing FOIA logs. See [2016-2018 FOIA Advisory Committee Final Report and Recommendations](#). The 2020-2022 Committee went a step further, recommending that agencies proactively publish FOIA logs at least quarterly and include 14 fields of data. See [Recommendation 2022-10](#).