§ 806.25 Annual report.

(a) MAJCOM FOIA managers and AFLSA/JACL send a consolidated report for the fiscal year on DD Form 2564, Annual Report Freedom of Information Act, to HQ AFCIC/TTC by October 30 via regular mail, e-mail, or facsimile. AFLSA/JACL will prepare the appeals and litigation costs sections of the report. HQ AFCIC/TTC will make the Air Force report available on the WWW.

(b) Total requests processed. “Processed” includes responses that give an estimated cost for providing the records, even if the requester has not paid.

(c) Denied in full. Do not report “no record” responses as denials.

(d) Other reasons. Also include referrals within Air Force in this category.

(2) Not an agency record. The “not an agency record” other reason category only applies to requests for: objects or articles such as structures, furniture, vehicles and equipment, whatever their historical value, or value as evidence;