



EDWARD M. BIRN  
Director (Direktot)  
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Deputy Director (Sigundo Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
Telephone (Telifon): (671) 475-1101/1250



LOURDES A. LEON GUERRERO  
Governor (Maga'håga)  
JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

January 31, 2024

Honorable Douglas B. Moylan  
Attorney General of Guam  
Office of the Attorney General  
590 S. Marine Corps Drive  
ITC Bldg., Suite 901  
Tamuning, Guam 96913

**Re.: Updated AG 24-0001 – FOIA FY 2023 Annual Report**

***Buenas yan Hafa Adai*** Attorney General Moylan,

Pursuant to the requirements set forth under 5GCA, Chapter 10 §10107, the following information is submitted regarding all Freedom of Information requests for Fiscal Year 2023.

In addition to our letter submitted January 23, 2024, we are transmitting updated information to FOIA requests received during this period.

**Division of Accounts**

- Sixteen (16) requests were received; four (4) of which were extended pursuant to circumstances as outlined in 5GCA Chapter 10, §101039 (e).
- Median number of days to process request is approximately eight.nine (8.9) days.
- The average number of manpower hours to complete a single FOIA request is 33.4.
- Total number of manpower hours spent on processing FOIA requests for FY 2023 is equivalent to 534 hours.

**Insurance & Benefits**

- Four (4) requests were received; one (1) of which were extended pursuant to circumstances as outlined in 5GCA Chapter 10, §101039 (e); three (3) were rejected pursuant to 5GCA Section 10108 (i).
- Median number of days to process request is approximately eight.five (8.5) days.
- The average number of manpower hours to complete a single FOIA request is 17.

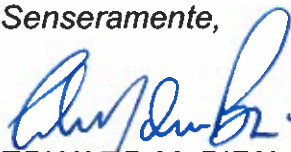
- Total number of manpower hours spent on processing FOIA requests for FY 2023 is equivalent to 68 hours.

The Department of Administration will make this annual report for public view on DOA website at <http://da.doa.guam.gov/>.

Should you have any questions, please feel free to contact Ms. Anita L.M. Arile, Management Analyst III on (671) 475-1115.

***Si Yu'os Ma'ase!***

*Senseramente,*



EDWARD M. BIRN  
Director

Attachments

Department of Administration - Division of Accounts  
FOIA Control Log  
Fiscal Year: 2023

| No.                       | Requestor                            | Date      |           |                          | Average Number of |      | Total<br>Manpower<br>Hours | Number of              |       | Costs   |        | Description  | No.                                                                                                                                     |       |
|---------------------------|--------------------------------------|-----------|-----------|--------------------------|-------------------|------|----------------------------|------------------------|-------|---------|--------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------|
|                           |                                      | Received  | Extended  | Fulfillance <sup>2</sup> | Rejected          | Days |                            | Hrs/Staff <sup>1</sup> | Staff | Pending | Copies |              |                                                                                                                                         | Staff |
| 23-01                     | Stephanie M. Vazandy                 | 24-Oct-22 |           |                          | -                 | 13   | 52.0                       | 1                      |       |         | 52.0   | 1,467.60     | Request to clarify if Holders Report is necessary for values less than a dollar (\$1.00) is required.                                   | 23-01 |
| 23-02                     | Joe L. Anzola / Anrea S. Anzola      | 31-Oct-22 |           |                          | -                 | 5    | 20.0                       | 1                      |       |         | 20.0   | 576.00       | Certificate of Title (Land)                                                                                                             | 23-02 |
| 23-03                     | AUP Asset Recovery                   | 26-Oct-22 |           |                          | -                 | 10   | 40.0                       | 1                      |       |         | 40.0   | 1,152.00     | multiple records regarding Unclaimed Assets (email received after 5pm 06-25-2022, considered received 06-26-2022) - RESUBMITTED         | 23-03 |
| 23-04                     | Guam Office of Public Accountability | 20-Jan-23 |           |                          | -                 | 4    | 16.0                       | 1                      |       |         | 16.0   | 631.04       | Credit Card use                                                                                                                         | 23-04 |
| 23-05                     | Johnnie Rotiano / Kandit News        | 23-Jan-23 | 06-Feb-23 |                          | -                 | 12   | 24.0                       | 2                      |       |         | 24.0   | 1,432.08     | ITC                                                                                                                                     | 23-05 |
| 23-06                     | Pacific Data Systems                 | 15-Feb-23 |           |                          | -                 | 5    | 20.0                       | 1                      |       |         | 20.0   | 688.00       | Contract/Agreements and POs with National Association of Procurement Officials (NASPO)                                                  | 23-06 |
| 23-07                     | Governor's Legal Office              | 12-Mar-23 |           |                          | -                 | 0    | 0.0                        | 1                      |       |         | -      | -            | Summary by Object Codes for \$100G20280EO023 and 567ZC200280C/623                                                                       | 23-07 |
| 23-08                     | Phalpa & Borsdale LLC                | 26-Feb-23 | 03-Mar-23 |                          | -                 | 12   | 48.0                       | 1                      |       |         | 48.0   | 1,342.40     | Outstanding COLA Certificates                                                                                                           | 23-08 |
| 23-09                     | Phalpa & Borsdale LLC                | 15-Mar-23 | 01-Apr-23 |                          | -                 | 27   | 108.0                      | 1                      |       |         | 108.0  | 3,110.40     | Outstanding COLA Certificate                                                                                                            | 23-09 |
| 23-10                     | Pacific Data Systems                 | 22-Mar-23 |           |                          | -                 | 4    | 16.0                       | 1                      |       |         | 16.0   | 550.40       | Communications billings                                                                                                                 | 23-10 |
| 23-11                     | Micah of Omaha                       | 03-Apr-23 |           |                          | -                 | 1    | 2.0                        | 2                      |       |         | 2.0    | 136.48       | Holders Report                                                                                                                          | 23-11 |
| 23-12                     | Troy Torres / Kandit News            | 12-Apr-23 |           |                          | -                 | 1    | 4.0                        | 1                      |       |         | 4.0    | 101.08       | Travel Authorizations                                                                                                                   | 23-12 |
| 23-13                     | Troy Torres / Kandit News            | 04-May-23 |           |                          | -                 | 4    | 8.0                        | 2                      |       |         | 8.0    | 522.72       | Earning statement and non-payroll payments                                                                                              | 23-13 |
| 23-14                     | Senator Sabina F. Perez              | 16-May-23 |           |                          | -                 | 26   | 104.0                      | 1                      |       |         | 104.0  | 4,912.96     | Collection of Tobacco Fees and Penalties Fund Accounts                                                                                  | 23-14 |
| 23-15                     | Braddock J. Huerman                  | 31-Jul-23 |           |                          | -                 | 3    | 12.0                       | 1                      |       |         | 12.0   | 345.60       | Payments to Dept of Revenue and Taxation                                                                                                | 23-15 |
| 23-16                     | Senator Frank F. Blas, Jr            | 11-Sep-23 | 28-Sep-23 |                          | -                 | 15   | 60.0                       | 1                      |       |         | 60.0   | 1,728.00     | Asset Inventory Documents and Related Records                                                                                           | 23-16 |
| FY2023 Totals & Averages: |                                      | 16        | 4         | 16                       | 0                 | 8.9  | 534.0                      | 1                      | 0     | 0       | \$ -   | \$ 18,766.76 | <sup>1</sup> Based on average 2hrs/day part-time project focus<br><sup>2</sup> Weekend and/or holiday deduction (not extended requests) |       |

Department of Administration -  
Insurance Benefits  
FOIA Control Log  
Fiscal Year: 2023

| No.                       | Requestor                  | # of<br>Records | Date      |           |           | Average Number of |      |                        | Total<br>Manpower<br>Hours | Number of |         | Costs  |             | Description                                                                                                                             | No.   |
|---------------------------|----------------------------|-----------------|-----------|-----------|-----------|-------------------|------|------------------------|----------------------------|-----------|---------|--------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------|
|                           |                            |                 | Received  | Extended  | Fulfilled | Rejected          | Days | Hrs/Staff <sup>1</sup> |                            | Staff     | Pending | Copies | Staff       |                                                                                                                                         |       |
| 23-01                     | Frank Campello, SelectCare |                 | 21-Mar-23 | 06-Apr-23 | 05-Apr-23 | 05-Apr-23         | 13   | 28.0                   | 28.0                       | 2         |         |        | 1,311.18    | Files are not required to be disclosed pursuant to 502CA, Section 10109(i) and no responsive file exists.                               | 23-01 |
| 23-02                     | Senator Amanda Shelton     | 1               | 22-Mar-23 |           | 01-Apr-23 | 01-Apr-23         | 8    | 16.0                   | 16.0                       | 2         |         |        | 808.68      | Files did not exist.                                                                                                                    | 23-02 |
| 23-03                     | Chen Yu Mack, Staywell     |                 | 28-Apr-23 |           | 06-May-23 |                   | 8    | 16.0                   | 16.0                       | 2         |         |        | 808.68      |                                                                                                                                         | 23-03 |
| 23-04                     | Senator Thomas Fisher      | 1               | 10-Aug-23 |           | 17-Aug-23 | 17-Aug-23         | 5    | 10.0                   | 10.0                       | 2         |         |        | 504.30      | The Government of Guam's health insurance procurement is confidential under 2 GAR, 13104(a)(1).                                         | 23-04 |
| FY2023 Totals & Averages: |                            |                 | 4         | 1         | 4         | 3                 | 8.5  | 17.9                   | 68.0                       | 2         | 0       | 0      | \$ 3,429.24 | <sup>1</sup> Based on average 4hrs/day part-time project focus<br><sup>2</sup> Weekend and/or holiday deduction (not extended requests) |       |