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September 09, 2026

The 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: AG 25-0001- FOIA FY 2025 Annual Report

Buenas yan Håfa 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 2025.

The Department of Administration (DOA) has responded to all FOIA requests received during this period.

Division of Accounts

- Seventeen (17) requests were received; three (3) of which were extended due to unusual circumstances as outlined in 5GCA Chapter 10, Section 101039 (e).
- Median number of days to process request is approximate nine.six (9.6) days.
- The average number of manpower hours to complete a single FOIA request is 9.2.
- Total number of manpower hours spent on processing FOIA request for FY 2025 is equivalent to ninety-seven.five (97.5) hours.

Human Resources Division

- (Seven) 7 requests were received; Zero (0) of which were extended due to unusual circumstances as outlined in 5GCA Chapter 10, Section 101039 (e).
- Median number of days to process request is approximately one.eight (1.8) days.
- The average number of manpower hours to complete a single FOIA request is 5.

- Total number of manpower hours spent on processing FOIA requests for FY 2025 is equivalent to thirty-five (35) hours.

General Services Agency

- Fifty-one (51) requests were received; Zero (0) of which were extended due to unusual circumstances as outlined in 5GCA Chapter 10, Section 101039 (e).
- Median number of days to process request is approximately 3.
The average number of manpower hours to complete a single FOIA request is 2.
- Total number of manpower hours spent on processing FOIA requests for FY 2025 is equivalent to 40 hours.

Insurance & Benefits Division

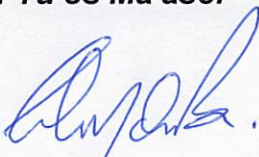
- One (1) request were received; Zero (0) of which were extended due to unusual circumstances as outlined in 5GCA Chapter 10, Section 101039 (e).
- Median number of days to process request is approximately 2.7.
The average number of manpower hours to complete a single FOIA request is 1.3.
- Total number of manpower hours spent on processing FOIA requests for FY 2025 is equivalent to two (2) hours.

The department does not have dedicated staff hired to address FOIA inquiries, instead DOA has one (1) lead employee that works with various individuals (depending on information requested) to complete FOIA requests.

The Department of Administration will make this annual report available 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 at (671) 475- 1115.

Si Yu'os Ma'ase!



EDWARD M. BIRM
Director