



GUAM WATERWORKS AUTHORITY

"Good Water Always"

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January 31, 2013

VIA E-MAIL and HAND DELIVERY

Leonardo M. Rapadas
Attorney General of Guam
Office of the Attorney General
247 West O'Brien Drive
Hagatna, Guam 96910

Re: Requirements of 5 G.C.A. § 10107, Annual Report

Dear Attorney General Rapadas:

Pursuant to the requirements of 5 G.C.A. § 10107, GWA hereby responds as follows:

5 GCA § 10107. Annual Report.

(a) On or before February of each year, each agency shall submit to the Attorney General of Guam a report which shall cover the preceding fiscal year and which shall include:

(1) The number of determinations made by the agency *not* to comply with requests for records made to such agency under § 10108 of this Chapter and the reasons for each such determination;
GWA Response: To the best of my knowledge, GWA has responded to all FOIA Requests for FY2012.

(2) The number of requests for records pending before the agency as of September 30 of the preceding year, and the median number of days that such requests had been pending before the agency as of that date;
GWA Response: I am not aware of any pending requests.

(3) The number of requests for records received by that agency and the number of requests which the agency processed;

GWA Response: For FY2012, GWA has received four (4) FOIA Requests and has responded to all of them. I am not aware of any pending requests.

- (4) The median number of days taken by the agency to process different types of requests; and

GWA Response: All responses were provided within the required 4 days. If GWA requested for an extension of time to respond, then it was done within the required 10 days.

- (5) The number of full-time staff of the agency devoted to processing requests for records under this Section, and the total amount expended by the agency for processing such requests.

GWA Response: There is a minimum of 2 and a maximum of 5 employees that receive the requests, obtains the necessary information from the section(s) that possess or may possess the documents requested and then prepares the responses.

- (b) Each agency shall make each such report available to the public, including by computer telecommunications, or if computer telecommunications means have not been established by the agency, by other electronic means. **Attached are copies of GWA's responses to FOIA Requests for FY2012.**

- (c) The Attorney General of Guam shall make each report which has been made available by electronic means available at a single access point. The Attorney General of Guam shall notify the Legislature Secretary of *I Lehislaturan Guahan*, no later than April 1 of the year in which each such report is issued, that such reports are available by electronic means. **See item (b) above. GWA has submitted its documents to the AG's office electronically, as stated above.**

- (d) The Attorney General of Guam shall develop reporting and performance guidelines in connection with reports required by this Section by October 1, 1999, and may establish additional requirements for such reports as the Attorney General determines may be useful. **N/A to GWA.**

If you have any questions or concerns, please feel free to contact me at 647-2603.

Sincerely,



Martin L. Roush, P.E.
General Manager

Attachments.

cc: Samuel J. Taylor, Legal Counsel
Greg P. Cruz, CFO