Year-Quarter	**Tracking Number**	**Request Type**	**Date Received**	**Title of Request**	**Extension?**	**Status**	**Date Finished**	**Days Lapsed**	**Cost**	**Appeal/s filed?**	**Remarks**
year and quarter of report coverage	*Internal FOI Tracking number*	*if request was lodged through* **eFOI** or **standard** (paper-based)	*date request was lodged by requesting party* **(YYYY-MM-DD)**	*title of information requested*	*if the agency requested for extension or additional 20 working days* **(YES** or **NO)**	*status of request*	*date request was processed/finished by the agency; if not yet processed/finished, indicate* **ONGOING**	*number of days lapsed facilitating the request*	*fees paid by the requesting party for facilitation of request; if none, indicate* **FREE**	*If the requesting party or any other citizen filed an appeal for the specific request (***YES** or **NO)**	*Additional details about the request*
1st / 2017	0117-624	STANDARD	01/24/2017	Official list of the current customer of SMWD from Las Palmas Subdivision	NO	Successful	01/31/2017	7 Days	Free	No	None
	0117-627	STANDARD	01/30/2017	Request a confirmation or a copy of As-Built drawing	NO	Successful	02/13/2017	14 Days	Free	No	None
	0117-628	STANDARD	01/30/2017	Copy of the Usufruct between the Santa Maria Water District and the former owner of the property in which one of the district's pumping station is located	NO	Successful	02/02/2017	3 Days	Free	No	None
2nd / 2017	N/A										
3rd / 2017	N/A										
4th / 2017	N/A										