



*Privileged and Confidential
Attorney Work Product/Attorney-Client Communication*

**AGENCY GENERAL COUNSEL MONTHLY REPORT TO
OFFICE OF THE GENERAL COUNSEL**

Date:

Agency:

Name and Title:

(1) **Pending and Developing Priority Legal Issues/Matters:**

[Identify your current and prospective priority issues/matters. For each such issue/matter, describe (a) any progress that your agency has made since your last report, (b) the action plan going forward, (c) the desired outcome and likelihood of success, and (d) any other significant considerations.]

(2) **Public Issues** (e.g., FOIA, media and public relations):

[Identify any matters of significant public interest or concern. For each such matter, describe (a) the nature of the matter, (b) current or anticipated developments, and (c) the action plan going forward.]

[For FOIA requests in particular, describe (a) the number requests received since your last report, (b) the number and percentage of requests with which your agency complied, (c) the number and percentage of requests your agency denied, and (d) the bases for any denials (e.g., exemptions).]

[Describe (a) any steps your legal department is taking or contemplating to make the workings of your agency more transparent and accountable to the public, and (b) the action plan going forward.]

(3) **Legislative and Rulemaking Issues:**

[Identify any current or prospective issues relating to legislation and/or rulemaking. For each such issue, describe (a) the nature of the issue, (b) current or anticipated developments, and (c) the action plan going forward.]

(4) **Attorney Performance:**

[Describe the measures you use to evaluate attorney performance on an aggregate and individual basis.]

a) Aggregate Performance

[With respect to aggregate measures, (a) assess the performance of your legal department since your last report and over any other relevant period of time (e.g., trend analysis, comparison to previous year's data), and (b) describe any strategies and action plans to enhance performance.]

b) Individual Performance

[With respect to individual attorneys, (a) identify your highest performers and describe any steps you have taken to reward or otherwise recognize them, and (b) identify any attorneys whose performance fails to meet expectations and describe your action plan for improving / addressing such performance.]

(5) **Initiatives** (e.g., ethics, risk-assessment or other compliance programs):

[Describe key initiatives that your legal department is leading or actively participating in (either within your agency or as part of inter-agency working groups or committees). For each such initiative, describe (a) the initiative, (b) your department's role therein, (c) the current status (e.g., whether it's on schedule or delayed), and (d) the action plan going forward, including the projected implementation plan.]

(6) **Additional/Miscellaneous Matters:**

[Describe any other matters as you deem appropriate.]