

FREEDOM OF INFORMATION ACT ANNUAL REPORT

FOIA Data Submission Form
Fiscal Year 2004
(Oct. 1, 2003 - Sept. 30, 2004)

.....
Note: Bureau reporting begins at item II-B. Those sections marked "Not for bureaus" will be answered by the Departmental Disclosure Office in the combined report.
.....

I. and II-A. (Not for bureaus.)

II.B. Brief Description of your bureau's response-time ranges.

The response time for FOIA requests ranged from 13 days to 1853 days.

C. Brief description why some requests are not granted.

The most common reasons why requests for records could not be granted are (1) no responsive records were located, and (2) requesters did not satisfy all requirements to make a "perfect" FOIA request.

III. Definition of terms and acronyms used in this report.

A. USSS – United States Secret Service

B. Basic Terms (This has already been done by Department of Justice. See http://www.usdoj.gov/oip/foia_updates/Vol_XVIII_3/page2.htm)

IV. Exemption 3 Statutes.

A. List of Exemption 3 statutes relied on by agency during fiscal year.

Rule 6(E) of the Federal Rules of Criminal Procedures (Grand Jury Material)
Title III, 18 USC 2510-2550 (Intercepted Communications Wiretaps)

V. FOIA/PA Access Requests. Include all access requests, whether first-party or third-party.

A. Number of initial requests. Total of the numbers in lines 1 and 2, minus the number in line 3, should equal the number in line 4.

1. Number of requests pending as of end of preceding fiscal year: 877

2. Number of requests received during current fiscal year: 779
3. Number of requests processed during current fiscal year: 912
4. Number of requests pending as of end of current fiscal year: 744

B. Disposition of initial requests.

1. Total grants: 29
2. Partial grants: 169
3. Denials: 9
- a. number of times each FOIA exemption used (counting each exemption once per request):

(b)(1) <u>1</u>	(b)(6) <u>69</u>	(b)(7)(E) <u>91</u>
(b)(2) <u>125</u>	(b)(7)(A) <u>6</u>	(b)(7)(F) <u>2</u>
(b)(3) <u>12</u>	(b)(7)(B) _____	(b)(8) _____
(b)(4) <u>4</u>	(b)(7)(C) <u>162</u>	(b)(9) _____
(b)(5) <u>20</u>	(b)(7)(D) <u>24</u>	

4. Other reasons for nondisclosure (total): 703
- a. no records 165
- b. referrals _____
- c. withdrawn 4
- d. fee-related 201
- e. records not reasonably described 21
- f. not a proper FOIA request for some other reason 214
- g. not an agency record 4
- h. duplicate request _____
- i. other (specify) 94

VI. Appeals of initial denials of FOIA/PA requests. Again, include all access requests, whether first-party or third-party.

A. Number of appeals.

1. Number of appeals received during fiscal year: 14
2. Number of appeals processed during fiscal year: 15

B. Disposition of appeals.

1. Number completely upheld: 10
2. Number partially reversed: 5
3. Number completely reversed: _____
 - a. number of times each FOIA exemption used (counting each exemption once per appeal):

(b)(1) _____	(b)(6) _____	(b)(7)(E) <u>3</u>
(b)(2) <u>3</u>	(b)(7)(A) <u>1</u>	(b)(7)(F) _____
(b)(3) <u>1</u>	(b)(7)(B) _____	(b)(8) _____
(b)(4) _____	(b)(7)(C) <u>5</u>	(b)(9) _____
(b)(5) <u>1</u>	(b)(7)(D) _____	

4. Other reasons for non-disclosure (total): 9
 - a. no records 6
 - b. referrals _____
 - c. withdrawn _____
 - d. fee-related 1
 - e. records not reasonably described _____
 - f. not a proper request/appeal for some other reason 2
 - g. not an agency record _____
 - h. duplicate request _____
 - i. other (specify): _____

VII. Compliance with Time Limits/Status of Pending Requests.

A. Median time for processing requests.

1. Simple Requests (report only if multi-track processing is used. If not used, report as "N/A"). **(Multi-track processing is used. However, the Secret Service's FOI/PA request tracking system was not designed to report on information needed for this section.)**

- a. number of requests processed: _____
- b. median number of days to process: _____

2. Complex Requests (specify for any and all tracks used).

- a. number of requests processed: 910
- b. median number of days to process: 111

3. Requests accorded expedited processing.

- a. number of expedited requests received: 14
- b. number of expedited requests processed (closed) 14
- c. median number of days to process expedited requests: _____

B. Status of pending requests

1. Number of requests pending at end of FY 2004: 744
2. Median number of days that such requests were pending as of that date: 366

VIII. Comparisons with Previous Years (Not required).

IX. Costs/FOIA Staffing.

A. Staffing levels.

1. Number of full time FOIA personnel: 13
2. Number of personnel with part-time or occasional FOIA duties (in total work-years): 1.85
3. Total number of personnel (in work-years): 14.85

B. Total costs (staff and resources combined).

1. FOIA processing (including appeals): \$ 1,692,687
2. Litigation-related activities (estimated): \$ 67,104.67
3. Total Costs: \$ 1,759,791.67
4. Comparison with previous years. (Not required).

X. Fees.

- A. Total fees collected FY 2004: \$ 817.93
- B. Percentage of total costs: 0%

XI. FOIA Regulations. (Not for bureaus.)