

FREEDOM OF INFORMATION ANNUAL REPORT

I. AGENCY CDC/ATSDR

REPORT PREPARED BY Cindy Hogan

TITLE CDC/ATSDR Assistant FOIA Officer

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ELECTRONIC ADDRESS FOR REPORT ON THE WORLD WIDE WEB:

URL - <http://www.cdc.gov/od/foia/foi.htm>

ADDRESS FOR PAPER COPIES OF REPORT:

Same as Street Address Above

II. HOW TO MAKE A FOIA REQUEST Mail/Fax to Address Below
(Describe or provide electronic address for instructions in FOIA reference guide)

A. Names, addresses, and telephone numbers of all individual agency components and offices that process FOIA requests (do not include coordinating offices; do not use persons' names -only titles):

CDC/ATSDR FOIA Office - Lynn Armstrong, FOIA Officer
1600 Clifton Road, N.E , MS-D54
Atlanta, GA 30333 Phone (404) 639-7270 Fax (404) 639-7395

B. Brief description of agency's response time range(s):

Median time in 2003 was 42 days

C. Brief description of why some requests are not granted:

Documents, or portions thereof, were protected by an exemption and release would cause harm to the interest protected by the exemption

III. DEFINITIONS OF TERMS AND ACRONYMS USED IN REPORT: _____

A. Agency-specific acronyms or other terms: _____

CDC - Centers for Disease Control and Prevention

ATSDR - Agency for Toxic Substances and Disease Registry

B. Basic terms (from FOIA UPDATE, Summer 1997):

List is on the Department's website

IV. EXEMPTION 3 STATUTES:

A. List of Exemption 3 statutes relied on by the agency during report year:

1. National Defense Authorization Act, Section 821 (b) 41 U.S.C. 253 b (m)

2. Ethics in Government Act 18 U.S.C. 208

3. Public Health Security and Bioterrorism Preparedness and Response Act
Of 2002 (42 U.S.C. 300hh-12(c)), Section 121 (c)

4. Guarantee of Confidentiality, 42 U.S.C. 242m (d) Section 308(d)

1. Brief description of type(s) of information withheld under each statute:

1. Proposals not incorporated into agency contracts

2. Financial disclosure forms/personal financial interest

3. Bioterrorism related information

4. National Death Index regarding Fatalities

2. Has a court upheld the use of each statute? If so, cite example:

No

V. INITIAL FOIA/PA ACCESS REQUESTS (Include all requests, 3rd or 1st party):

A. Numbers of initial requests (line 1 + line 2 -line 3 = line 4):

Number of requests pending at close of preceding fiscal year: 136

1. Number of requests received during reporting fiscal year: 942

Number of requests processed during reporting fiscal year: 906

Number of requests pending at close of reporting fiscal year: 172

(Enter this number also as Line VII. B. 1.)

B. Disposition of Initial Requests:

C.

Number granted in full	453
Number granted in part	<u>122</u>
Number of full denials	<u>10</u>

Number of times each FOIA exemption was used:

Exemption 1	<u>0</u>
Exemption 2	<u>20</u>
Exemption 3	<u>12</u>
Exemption 4	<u>38</u>
Exemption 5	<u>30</u>
Exemption 6	<u>88</u>
Exemption 7	<u>0</u>
Exemption 8	<u>0</u>
Exemption 9	<u>0</u>

Other reasons for non-disclosure (total) 321

a. no records	185	<u> </u>
b. referrals	<u>10</u>	
c. request withdrawn	<u>45</u>	
d. fee-related reason	17	
e. records not reasonably described	<u>0</u>	
f. not a proper FOIA request for some other reason		2
g. not an agency record	<u>3</u>	
h. duplicate request	3	<u> </u>
i. other (specify)	<u>56</u>	

VI. APPEALS OF INITIAL DENIALS OF FOIA/PA REQUESTS (include all access requests whether first or third party):

A. Numbers of Appeals:

Number of appeals received during the fiscal year	N/A
Number of appeals processed during the fiscal year	<u>N/A</u>

B. Disposition of Appeals:

Number completely upheld	N/A
2. Number partially reversed	<u>N/A</u>

Number completely reversed N/A

a. Number of times each FOIA exemption used (counting each exemption used once per appeal)

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

Other reasons for non-disclosure (total)

	no records	<u>N/A</u>	
	referrals	<u>N/A</u>	
c.	request withdrawn	<u>N/A</u>	
d.	fee-related reason	<u>N/A</u>	
	records not reasonably described	<u>N/A</u>	
f.	not a proper FOIA request for some other reason	<u>N/A</u>	
	not an agency record	<u>N/A</u>	
	duplicate request	<u>N/A</u>	
i.	other (specify)	<u>N/A</u>	

VII. COMPLIANCE WITH TIME LIMITS/STATUS OF PENDING REQUESTS:

A. Median Processing Time for Requests Processed During the Year

Simple Requests (if multiple tracks used):
number of requests processed 906
median number of days to process 42

Complete Requests (specify for any and all tracks used):
number of requests processed 0
median number of days to process 0

Requests Accorded Expedited Processing:
number of requests processed 11
median number of days to process 30
number of expedited denials 11
number of expedited granted 0

B. Status of Pending Requests (if multiple tracks are being used, report for each track as well as totals).

Number of requests pending as of the end of the fiscal year covered in this report
(from Line V. A. 4) 172

Median number of days that such requests were pending as of that date 24

VIII. COMPARISONS WITH PREVIOUS YEARS(S) (Optional):

IX. COSTS/FOIA STAFFING:

A. Staffing levels:

Number of full-time FOIA personnel 4

Number of personnel with part-time or occasional FOIA duties
(in total work-years) 0

3. Total number of personnel (in work years) 4 FTE's

B. Total costs (including staff and all resources):

FOIA processing (including appeals) \$295,502

Litigation-related activities (estimated) 0

Total costs \$295,502

Comparison with previous year(s) (including percentage of change)

(Optional) approximately 1.25% increase

X. FEES:

A. Total amount of fees collected by agency for processing requests: \$29,009

B. Percentage of total FY-03 costs: 10%

XI. FOIA REGULATIONS (including fee schedule):

See Department's website