



ATTACHMENT B

V. Initial FOIA/PA Access Requests

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. This should include all access requests, whether first-party or third-party.

- 1. Number of requests pending as of end of preceding fiscal year 0
- 2. Number of requests received during current fiscal year 547
- 3. Number of requests processed during current fiscal year 0
- 4. Number of requests pending as of end of current fiscal year 547  
(Enter this number also in Line VII.B.1.)

B. Disposition of initial requests.

- 1. Number of total grants 39
- 2. Number of partial grants 29
- 3. Number of denials 4

a. number of times each FOIA exemption used (counting each exemption once per request)

- (1) Exemption 1 0
- (2) Exemption 2 18
- (3) Exemption 3 0
- (4) Exemption 4 0
- (5) Exemption 5 0
- (6) Exemption 6 3
- (7) Exemption 7(A) 7
- (8) Exemption 7(B) 0
- (9) Exemption 7(C) 28
- (10) Exemption 7(D) 21
- (11) Exemption 7(E) 11
- (12) Exemption 7(F) 1

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(13) Exemption 8 0

(14) Exemption 9 0

4. Other reasons for nondisclosure (total) 312

a. No records 243

b. Referrals 12

c. Request withdrawn 13

d. Fee-related reason 0

e. Records not reasonably described 2

f. Not a proper FOIA request for some other reason 6

g. Not an agency record 0

h. Duplicate request 5

i. Other (specify) 31  
(Failure to Comply)

## ATTACHMENT C

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

Using "working days," count days from the time at which a request is "perfected."

Separately report each track of a multi-track system, as well as an "expedited processing" track. A component may report any other type of request at its option.

**A. Median processing time for requests processed during the year.****1. Simple requests (if multiple tracks used).**

a. Number of requests processed 536

b. Median number of days to process 4

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

a. Number of requests processed 11

b. Median number of days to process 16

**3. Requests accorded expedited processing.**

a. Number of requests processed 1

b. Median number of days to process 10

**B. Status of pending requests.**

Components using multiple tracks may provide numbers for each track, as well as totals.

1. Number of requests pending as of end of current fiscal year 0  
(Enter this number from Line V.A.4.)

2. Median number of days that such requests were pending as of that date 0

**Examples for calculation of median:**

Given 7 requests completed during the fiscal year, aged 10, 25, 35, 65, 75, 80, and 400 days from date of perfection to date of completion, the total number of requests completed during the fiscal year would be 7 and the median age of the completed requests would be 65 days.

If there were 6 pending cases aged 10, 20, 30, 50, 120, and 200 days from date of perfection to date of completion, the total number of requests completed would be 6 and the median age would be 40 days (the average of the 2 middle numbers)

ATTACHMENT D

**VIII. Comparisons with Previous Year(s) (Optional)**

**IX.**

*State comparisons both in total numbers and in percentage of change.*

*(Note that the component's report for 1997 covers a partial calendar year, so any comparison should begin with fiscal year 1998.)*

- A. Comparison of numbers of requests received \_\_\_\_\_
- B. Comparison of numbers of requests processed \_\_\_\_\_
- C. Comparison of median numbers of days requests were pending as of end of fiscal year \_\_\_\_\_
- D. Other statistics significant to component \_\_\_\_\_
- E. Other narrative statements describing component efforts to improve timeliness of FOIA performance and to make records available to the public (e.g., backlog-reduction efforts; specification of average number of hours per processed request; training activities; public availability of new categories of records) \_\_\_\_\_

## ATTACHMENT E

**IX. Costs/FOIA Staffing**

## A. Staffing levels.

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

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

1. FOIA processing (including appeals) 100,000
2. Litigation-related activities (estimated) 0
3. Total costs 100,000
4. Comparison with previous year(s) (including percentage of change) (optional) 0

C. Statement of additional resources needed for FOIA compliance (optional) 0**X. Fees**

*Includes charges for search, review, document duplication, and any other direct costs permitted under agency regulations.*

- A. Total amount of fees collected by component for processing requests 0
- B. Percentage of total costs 0