

**COURT SERVICES AND OFFENDER SUPERVISION AGENCY
FREEDOM OF INFORMATION ACT ANNUAL REPORT
FOR FISCAL YEAR 2006**

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I. BASIC INFORMATION REGARDING REPORT

This is the Fiscal Year 2006 Report for the Court Services and Offender Supervision Agency (CSOSA). For purposes of administering the FOIA, CSOSA consists of two components, CSOSA and the Pretrial Services Agency (PSA).

- A. Name, title, address and telephone number of person(s) to be contacted with questions about the report.

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B. Electronic address for the report on the World Wide Web.

www.csosa.gov

C. How to obtain a copy of the report in paper form

Contact Renee Barley at the address provided in Item A above.

II. HOW TO MAKE A FOIA REQUEST

For basic information on how to make a FOIA request, visit our Website at www.csosa.gov.

II. DEFINITIONS OF BASIC TERMS AND ACRONYMS USED IN THE REPORT

1. FOIA/PA request -- Freedom of Information Act/Privacy Act request. A FOIA request is generally a request for access to records concerning a third party, an organization, or a particular topic of interest. A Privacy Act request is a request for records concerning oneself; such requests are also treated as FOIA requests. (All requests for access to records, regardless of which law is cited by the requester, are included in this report.)
2. Initial Request -- a request to a federal agency for access to records under the Freedom of Information Act.
3. Appeal -- a request to a federal agency asking that it review at a higher administrative level a full denial or partial denial of access to records under the Freedom of Information Act, or any other FOIA determination such as a matter pertaining to fees.
4. Processed Request or Appeal -- a request or appeal for which an agency has taken a final action on the request or the appeal in all respects.
5. Multi-track processing -- a system in which simple requests requiring relatively minimal review are placed in one processing track and more voluminous and complex requests are placed in one or more other tracks. Requests in each track are processed on a first-in/first out basis. A requester who has an urgent need for records may request expedited processing (see below).
6. Expedited processing -- an agency will process a FOIA request on an expedited basis when a requester has shown an exceptional need or urgency

for the records which warrants prioritization of his or her request over other requests that were made earlier.

7. Simple request -- a FOIA request that an agency using multi-track processing places in its fastest (non expedited) track based on the volume and/or simplicity of records requested.
8. Complex request -- a FOIA request that an agency using multi-track processing places in a slower track based on the volume and/or complexity of records requested.
9. Grant -- an agency decision to disclose all records in full in response to a FOIA request.
10. Partial grant -- an agency decision to disclose a record in part in response to a FOIA request, deleting information determined to be exempt under one or more of the FOIA's exemptions; or a decision to disclose some records in their entirety, but to withhold others in whole or in part.
11. Denial -- an agency decision not to release any part of a record or records in response to a FOIA request because all the information in the requested records is determined by the agency to be exempt under one or more of the FOIA's exemptions, or for some procedural reason (such as because no record is located in response to a FOIA request).
12. Time limits -- the time period in the Freedom of Information Act for an agency to respond to a FOIA request (ordinarily 20 working days from proper receipt of a "perfected" FOIA request).
13. "Perfected" request -- a FOIA request for records which adequately describes the records sought, which has been received by the FOIA office of the agency or agency component in possession of the records, and for which there is no remaining question about the payment of applicable fees.
14. Exemption 3 statute -- a separate federal statute prohibiting the disclosure of a certain type of information and authorizing its withholding under FOIA subsection (b)(3).
15. Median number -- the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.
16. Average number -- the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.

IV. EXEMPTION 3 STATUTES

STATUTE/RULE	TYPE OF INFORMATION WITHHELD	CASE CITATION
NONE		

V. INITIAL FOIA/PA ACCESS REQUESTS

A. Number of initial requests.

1. Number of requests pending as of end of preceding fiscal year: 67
2. Number of requests received during current fiscal year: 694
3. Number of requests processed during current fiscal year: 710
4. Number of requests pending as of end of current fiscal year: 51

B. Disposition of initial requests.

1. Number of total grants: 54
2. Number of partial grants: 505
3. Number of denials: 3
4. Number of Other: 148

a. number of times each FOIA exemption used

- | | | |
|-----------|--------------|---------------|
| (b)(1): 0 | (b)(6): 505 | (b)(7)(E): 2 |
| (b)(2): 3 | (b)(7)(A): 0 | (b)(7)(F): 24 |
| (b)(3): 0 | (b)(7)(B): 0 | (b)(8): 0 |

(b)(4): 0 (b)(7)(C): 504 (b)(9): 0
(b)(5): 5 (b)(7)(D): 0

4. Other reasons for nondisclosure (total): 148

- a. no records: 1
- b. referrals: 0
- c. request withdrawn: 0
- d. fee-related reason : 0
- e. records not reasonably described : 0
- f. not a proper FOIA request for some other reason: 2
- g. not an agency record : 0
- h. duplicate request:
- i. other: 145 (records no longer needed by requester)

VI. APPEALS OF INITIAL DENIALS OF FOIA/PA REQUESTS

A. Number of appeals

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

B. Disposition of appeals

- 1. Number completely upheld: 2
- 2. Number partially upheld: 0
- 3. Number completely reversed: 0

a. number of times each FOIA exemption used

(b)(1): 0 (b)(6): 2 (b)(7)(E): 0
(b)(2): 0 (b)(7)(A): 0 (b)(7)(F): 0
(b)(3): 0 (b)(7)(B): 0 (b)(8): 0
(b)(4): 0 (b)(7)(C): 2 (b)(9): 0
(b)(5): 0 (b)(7)(D): 0

4. Other reasons for nondisclosure (total): 0

- a. no records: 0
- b. referrals: 0
- c. request withdrawn: 0
- d. fee-related reason: 0
- e. records not reasonably described : 0
- f. not a proper FOIA request for some other reason: 0
- g. not an agency record : 0
- h. duplicate request: 0
- i. other (specify): 0

VII. COMPLIANCE WITH TIME LIMITS/STATUS OF PENDING REQUESTS

A. Median processing time for requests processed during the year.

1. Simple requests (if multiple tracks used).

- a. number of requests processed: 0
- b. median number of days to process: 0

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

- a. number of requests processed: 710
- b. median number of days to process: 13

3. Requests accorded expedited processing. 0

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

B. Status of pending requests.

1. Number of requests pending as of end of current fiscal year: 51

a. Simple requests (if multiple tracks used).

- i. number of requests pending end of FY-06: 0
- ii. median number of days to process: 0

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

- i. number of requests pending end of FY-06: 51
- ii. median number of days to process: 10.5

- c. Requests accorded expedited processing:
 - i. number of requests pending end of FY-06: 0
 - ii. median number of days to process: 0

VIII. COMPARISONS WITH PREVIOUS YEAR(S) (OPTIONAL)

- A. Comparison of number of requests received

- B. Comparison of number of requests processed

- C. Comparison of median number of days requests were pending as of end of fiscal year

- D. Other statistics significant to agency 0 requests received for expedited processing; requests processed. 0

- E. Other narrative statements describing agency 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) _____

IX. COSTS/FOIA STAFFING

- A. Staffing levels.
 - 1. Number of full-time FOIA personnel: 2
 - 2. Number of personnel with part-time or occasional FOIA duties (in total work-years):
2
 - 3. Total number of personnel (in work-years): 4

- B. Total costs (including staff and all resources).
 - 1. FOIA processing (including appeals): \$186,013.00
 - 2. Litigation-related activities (estimated): 0
 - 3. Total costs: \$186,013.00

4. Comparison with previous year(s) (including percentage of change) (optional):

C. Statement of additional resources needed for FOIA compliance (optional) _____

X. FEES

A. Total amount of fees collected by agency for processing requests:
\$12,604.00 billed; \$113.00 collected

B. Percentage of total costs: 1.47

XI. FOIA REGULATIONS (INCLUDING FEE SCHEDULE)

The Agency's FOIA regulations (28 CFR Part 802) were published in the Federal Register on June 3, 2003 (68 FR 32985), and are codified at the following link: http://www.csosa.gov/regs/802_eCFR.htm

XII. Report on FOIA Executive Order Implementation

A. Description of supplementation/modification of agency improvement plan (if applicable).

Not applicable.

B. Report on agency implementation of its plan, including its performance in meeting milestones, with respect to each improvement area.

The Court Services and Offender Supervision Agency (hereinafter CSOSA) has met all of the goals and milestones established in the report submitted on June 14, 2006, in response to Executive Order 13,392, that were to be completed for this reporting period.

In September 2006 we started sending out acknowledgement letters to non-PDS requesters. The letters are either mailed or sent via email if an email address is available.

Requesters are also notified if a delay in obtaining records or processing records is encountered. Training was provided to staff to detect any deficiencies in a request and to contact the requester immediately.

In December 2006, we met with IT staff to discuss allowing requesters to make FOIA requests via our website. Full implementation of this is expected before June 2007.

We have been electronically processing FOIA requests since May 1, 2006. This has cut down on our use of paper and also allows staff to better track a request and note the history of a request from date of receipt until it is completed. This software also allows us to prepare our Annual Report in a more efficient manner.

C. Identification and discussion of any deficiency in meeting plan milestones (if applicable).

Not applicable.

D. Additional narrative statement regarding other executive order-related activities (optional).

E. Concise descriptions of FOIA exemptions.

The nine exemptions to the FOIA authorize federal agencies to withhold information covering: (1) classified national defense and foreign relations information; (2) internal agency rules and practices; (3) information that is prohibited from disclosure by another federal law; (4) trade secrets and other confidential business information; (5) inter-agency or intra-agency communications that are protected by legal privileges; (6) information involving matters of personal privacy; (7) records or information compiled for law enforcement purposes, to the extent that the production of those records (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial

adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions, or (F) could reasonably be expected to endanger the life or physical safety of any individual; (8) information relating to the supervision of financial institutions; and (9) geological information on wells.

F. Additional statistics:

1. Time range of requests pending, by date of request (or, where applicable, by date of referral from another agency).

October 23, 2006 to January 23, 2007

2. Time range of consultations pending with other agencies, by date of initial interagency communication.

Not applicable.

G. Attachment: Agency improvement plan (in current form).-

The FOIA Improvement Plan for the Court Services and Offender Supervision agency is attached.