

# FOIA ANNUAL REPORT

FOR  
10/01/2006  
THROUGH  
09/30/2007

Monday, January 28, 2008

The following **Annual Freedom of Information Act** report covers the Period 10/01/2005 through 09/30/2006 as required by 5 U.S.C. 552.

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### I. Basic Information Regarding Report

A. Name, Title, Address, and Telephone Number

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Court Services and Offender Supervision Agency  
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Room 1220  
Washington, DC 20004  
(202) 220-5355

B. Electronic Address for report on World Wide Web

[www.csosa.gov](http://www.csosa.gov)

C. How to obtain copy 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](http://www.csosa.gov).

## **III. Definitions of Terms and Acronyms Used in the Report**

Basic terms, expressed in common terminology

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 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 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 entireties, 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 that adequately describes the records sought, which has been received by the FOIA office of each 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 Code	Number of Instances	Court Upheld	Concise Description of material withheld
None	0		
	0		

#### V. Initial FOIA Requests

A. Number of Initial Requests	
1. Requests pending as of end of preceding year	51
2. Requests received during current FY	584
3. Requests processed during current FY	597
4. Requests pending as of end of current FY	38

<b>B. Disposition of Initial Requests</b>	
1. Number of total grants	27
2. Number of partial grants	518
3. Number of denials	1
4. Number of other	51

<b>C. Number of times each FOIA exemption used</b>	
<b>(b) (1)</b> - (Permits withholding information that is classified for national security purposes.)	0
<b>(b) (2)</b> - (Permits withholding of records related solely to internal rules and practices.)	7
<b>(b) (3)</b> - (Permits withholding of records or information if a law specifically exempts the material from disclosure.)	0
<b>(b) (4)</b> - (Permits withholding of records related to trade secrets and other confidential business information furnished to VA from outside the Government.)	0
<b>(b) (5)</b> - (Permits withholding information under the deliberative process privilege, including the pre-decisional documents, or information that could be withheld under civil discovery, attorney-client, or attorney-work product privileges.)	2
<b>(b) (6)</b> - (Permits withholding of records and information about individuals when disclosure would be a clearly unwarranted invasion of personal privacy.)	519
<b>(b) (7) (A)</b> - (Permits withholding of records when interference with law enforcement proceedings can be reasonably expected.)	2
<b>(b) (7) (B)</b> - (Permits withholding of records when a person would be deprived of a fair trial or an impartial adjudication.)	0
<b>(b) (7) (C)</b> - (Permits withholding of records when an unwarranted invasion of personal privacy could reasonably be expected.)	519
<b>(b) (7) (D)</b> - (Permits withholding of records when revealing a confidential source or information provided by a confidential source could reasonably be expected.)	2
<b>(b) (7) (E)</b> - (Permits withholding of records when techniques and procedures for law enforcement investigations or process would be disclosed or provided such disclosure could reasonably be expected to risk circumvention of law.)	8
<b>(b) (7) (F)</b> - (Permits withholding of records when endangering the safety or life of any individual could reasonably be expected.)	99
<b>(b) (8)</b> - (Permits withholding of records relating to the examination of banks and other financial institutions by agencies that regulate or supervise them.)	0
<b>(b) (9)</b> - (Permits withholding of records relating to geological and geophysical information and data, including maps, concerning wells.)	0

<b>D. Other reasons for non disclosure</b>	
No records	17
Referrals	0
Request withdrawn	4
Fee-related reason	3
Records not reasonably described	3
Not a proper FOIA request for some other reason	0
Not an agency record	2
Duplicate request	3
Other (Requests lacked proper authorization)	19

## **VI. Appeals of Initial Denials of FOIA Requests**

<b>A. Number of Appeals</b>	
1. Number of appeals received during FY	2
2. Number of appeals processed during FY	3

<b>B. Disposition of Appeals</b>	
1. Number completely upheld	3
2. Number partially reversed	0
3. Number completely reversed	0
4. Number of other	0

<b>C. Number of times each FOIA exemption used</b>	
<b>(b) (1)</b> - (Permits withholding information that is classified for national security purposes.)	0
<b>(b) (2)</b> - (Permits withholding of records related solely to internal rules and practices.)	0
<b>(b) (3)</b> - (Permits withholding of records or information if a law specifically exempts the material from disclosure.)	0
<b>(b) (4)</b> - (Permits withholding of records related to trade secrets and other confidential business information furnished to VA from outside the Government.)	0
<b>(b) (5)</b> - (Permits withholding information under the deliberative process privilege, including the pre-decisional documents, or information that could be withheld under civil discovery, attorney-client, or attorney-work product privileges.)	0
<b>(b) (6)</b> - (Permits withholding of records and information about individuals when disclosure would be a clearly unwarranted invasion of personal privacy.)	3
<b>(b) (7) (A)</b> - (Permits withholding of records when interference with law enforcement proceedings can be reasonably expected.)	0
<b>(b) (7) (B)</b> - (Permits withholding of records when a person would be deprived of a fair trial or an impartial adjudication.)	0
<b>(b) (7) (C)</b> - (Permits withholding of records when an unwarranted invasion of personal privacy could reasonably be expected.)	3
<b>(b) (7) (D)</b> - (Permits withholding of records when revealing a confidential source or information provided by a confidential source could reasonably be expected.)	0
<b>(b) (7) (E)</b> - (Permits withholding of records when techniques and procedures for law enforcement investigations or process would be disclosed or provided such disclosure could reasonably be expected to risk circumvention of law.)	0
<b>(b) (7) (F)</b> - (Permits withholding of records when endangering the safety or life of any individual could reasonably be expected.)	0
<b>(b) (8)</b> - (Permits withholding of records relating to the examination of banks and other financial institutions by agencies that regulate or supervise them.)	0
<b>(b) (9)</b> - (Permits withholding of records relating to geological and geophysical information and data, including maps, concerning wells.)	0
	0
	0

<b>D. Other reasons for non disclosure</b>	
No records	0
Referrals	0
Request withdrawn	0
Fee-related reason	0
Records not reasonably described	0
Not a proper FOIA request for some other reason	0
Not an agency record	0
Duplicate request	0
Other	0

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

<b>A. Median Processing Time for Requests Processed during the Year</b>	
1. Simple Requests	
a. Number of requests received	583
b. Number of requests processed	596
c. Median number of days to process	13
2. Complex Requests	
a. Number of requests received	1
b. Number of requests processed	1
c. Median number of days to process	14
3. Requests accorded expedited processing	
a. Number of requests received	0
b. Number of requests processed	0
c. Median number of days to process	0

<b>B. Status of Pending Requests</b>	
1. Number of requests pending as of the end of FY	38
2. Median number of days that such requests were pending as of that date	0

## IX. Costs/FOIA Staffing

<b>A. Staffing levels</b>	
1. Number of full-time FOIA personnel	2.00
2. Number of personnel with part-time or occasional FOIA duties (in total work-years)	1.50
3. Total number of personnel (in work-years)	3.50

<b>B. Total costs (including staff and all resources)</b>	
1. FOIA processing (including appeals)	\$25214.00
2. Litigation-related activities (estimated)	\$0.00
3. Total costs	\$25214.00

## X. Fees

A. Total amount of fees collected by agency for processing requests	\$389.25
B. Percentage of total costs	1.543785%

## **SECTION XII GUIDANCE/TEMPLATE**

### **A. Description of supplementation/modification of agency improvement plan**

**Not applicable.**

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

**The agency website can now accept FOIA requests (not requests for records on an individual). This was a milestone listed in our FY-06 plan and was completed in June 2007.**

### **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. Ten Oldest Pending FOIA Requests

Using the template provided below, please list in the appropriate column labeled by year, each of your ten oldest pending requests as of January 1, 2008. Please list the requests by the date it was received by your agency. (An illustrative example is provided in the template.)

Calendar Year	2000	2001	2002	2003	2004	2005	2006	2007
Requests	N/A	N/A	N/A	N/A	N/A	N/A	N/A	10/2/07 11/6/07 (2) 11/14/07 11/15/07 11/27/07 12/11/07 12/13/07 12/14/07 12/18/07

### 2. Consultations

**Note:** If your agency's tracking system is unable at this time to compute any of these numbers regarding consultations, please indicate that in response to this part of element F. For any statistic that you cannot provide for Fiscal Year 2007, start preparing now to collect this consultation data so that you can report it for Fiscal Year 2008.

#### a.) Number of Consultations Received, Processed, and Pending



