



United States Department of Education

**FREEDOM OF INFORMATION ACT
ANNUAL REPORT
FISCAL YEAR 1999**

January 2000

**Office of the Chief Information Officer
Information Management Group**
400 Maryland Avenue, S.W.
Room 5624, ROB3
Washington, D.C. 20202-4651

I. Person to Contact Regarding Report

- A. The person to contact regarding this report is: Maria-Teresa Cueva, United States Department of Education, 400 Maryland Ave., SW, Room 5624, ROB-3, Washington, DC 20202-4651; telephone (202) 708-4753.
- B. The Internet address for this report on the World Wide Web (www) is:
<http://www.ed.gov/offices/OCIO/infocoll/info3.html>
- C. To obtain a paper copy of this report, please send a request to the address or call the number identified in paragraph I.A. above.

II. How to Make a FOIA Request

- A. FOIA requests should be made in writing and addressed to the U. S. Department of Education, FOIA Officer, 400 Maryland Ave., SW, ROB3 – 5624, Washington, DC 20202-4651. Written requests also can be faxed to 202-708-9346 or e-mailed to the following Internet address: **OCIO_FOIA@ed.gov**.

The following elements should be included in your FOIA letter of request: (1) identify and describe the records you are seeking as specifically as possible, and include at least an approximate time frame; (2) name the office or program having responsibility for the records being sought, if known (e.g., the Office of the General Counsel; School-to-Work Program); and (3) include your name, address and a telephone number where you can be contacted. Although the telephone number is optional, it is helpful in instances where we need to discuss your request with you in order to quickly identify the scope of your request.

- B. ED generally responds to all requests with a determination within 20 working days.
- C. Requested records/information or portions thereof may be withheld on the basis of nine statutory exemptions specified in the FOIA. The following four exemptions are the ones most frequently used by the Department:

- Exemption (b)(4) - proprietary, confidential, financial matters;
- Exemption (b)(5) - internal, pre-decisional material related to the decision-making process, attorney client privilege, and attorney work products;
- Exemption (b)(6) - personal privacy; and
- Exemption (b)(7) - matters related to law enforcement.

On rare occasions, ED uses Exemption (b)(2) – material circumventing agency rules.

ED may only withhold those portions of a document that are exempt from the disclosure requirements of the law. And, in response to recent guidance from the President and the Attorney General, the Department frequently decides to release a document or portions of a document that would normally be exempt from disclosure based upon a determination that "no foreseeable harm" would result from its release.

III. Definitions of Terms and Acronyms Used in the Report

A. Agency-specific acronyms or other terms.

1. ED -- U. S. Department of Education, whose mission is to ensure equal access to education and promote educational excellence throughout the nation.
2. Principal Offices (POs) -- ED has the following 18 Headquarters POs:
 - a. OS -- Office of the Secretary
 - b. ODS -- Office of the Deputy Secretary
 - c. OCR -- Office for Civil Rights
 - d. OUS -- Office of the Under Secretary
 - e. OIG -- Office of Inspector General
 - f. OGC -- Office of the General Counsel
 - g. OSERS -- Office of Special Education and Rehabilitative Services
 - h. OLCA -- Office of Legislation and Congressional Affairs
 - i. OIIA -- Office of Intergovernmental and Interagency Affairs
 - j. OCFO -- Office of the Chief Financial Officer
 - k. OCIO -- Office of the Chief Information Officer
 - l. OM -- Office of Management
 - m. SFA -- Student Financial Assistance
 - n. OPE -- Office of Postsecondary Education
 - o. OERI -- Office of Educational Research and Improvement
 - p. OESE -- Office of Elementary and Secondary Education
 - q. OBEMLA -- Office of Bilingual Education and Minority Languages Affairs
 - r. OVAE -- Office of Vocational and Adult Education
3. Regional Offices -- ED has the following 11 Regional Offices:
 - a. Region I -- Boston
 - b. Region II -- New York
 - c. Region III -- Philadelphia
 - d. Region IV -- Atlanta
 - e. Region V -- Chicago
 - f. Region VI -- Dallas
 - g. Region VII -- Kansas City
 - h. Region VIII -- Denver
 - i. Region IX -- San Francisco
 - j. Region X -- Seattle
 - k. Metro Region, Washington, D.C.
(OCR activities for Washington, D.C., Virginia and North Carolina)

B. Basic terms expressed in common terminology.

1. Freedom of Information Act (FOIA) request -- generally a request for access to records concerning a third party, an organization, or a particular topic of interest.
2. Initial request -- a request to a federal agency for access to records under

the FOIA.

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 FOIA, 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 FOIA 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. Another example, of 3, 7, 9, and 14, the median number is 8, the average of the two middle numbers (i.e., $7+9=16$, divided by 2, equals 8).
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

The Department relied upon Exemption 3 in the withholding of responsive records in five instances during FY 1999. In each instance the statute involved was the Family Educational Rights and Privacy Act.

V. Initial FOIA Access Requests

(For Details Reference Exhibits I, II and III)

A. Numbers of initial requests:

1. Number of requests pending as of the end of FY 1998: 346
2. Number of requests received during FY 1999: 1,728
3. Number of requests processed during FY 1999: 1,711
4. Number of requests pending as of the end of FY 1999: 363

B. Disposition of initial requests

1. Number of requests granted – full disclosure: 1,145
2. Number of requests partially granted – partial disclosure: 298
3. Number of requests denied: 68
 4. Number of times each FOIA exemption used (counting each exemption once per request) for each partially granted and denied request:

- a. Exemption (b)(1) National security: 0
 - b. Exemption (b)(2) Material circumventing agency rules: 5
 - c. Exemption (b)(3) Matters directed to be withheld by other laws: 5
 - e. Exemption (b)(4) Proprietary, confidential, financial matters: 64
 - f. Exemption (b)(5) Predecisional material related to decision-making process, attorney client privilege, and attorney work product: 34
 - g. Exemption (b)(6) Matters related to personal privacy: 212
 - h. Exemption (b)(7) Matters related to law enforcement (total): 161
 - (1) Exemption (A) Could interfere with enforcement proceedings: 53
 - (2) Exemption (B) Would deprive a person's right to a fair trial: 0
 - (3) Exemption (C) Could constitute unwarranted invasion of privacy: 89
 - (4) Exemption (D) Could disclose identity of confidential source: 11
 - (5) Exemption (E) Would disclose techniques for law enforcement: 8
 - (6) Exemption (F) Could endanger life/safety of any individual: 0
 - i. Exemption (b)(8) Matters related to banks/financial institutions: 0
 - j. Exemption (b)(9) Information on wells: 0
5. Other reasons for nondisclosure (total): 200
- a. No records: 103
 - b. Referrals: 42
 - c. Request withdrawn: 26
 - d. Fee-related reason: 10
 - e. Records not reasonably described: 9
 - f. Not a proper FOIA request for some other reason: 5
 - g. Not an Departmental record: 1
 - h. Duplicate request: 3
 - i. Other (specify): 1 (documents not yet available)

VI. Appeals of Initial Denials of FOIA Requests

A. Numbers of appeals.

1. Appeals pending at the end of FY 1998: 20
2. Appeals received during FY 1999: 25
3. Appeals processed during FY 1999:
 - a. Number processed: 24
 - b. Median time - Calendar Days required to process: 310
4. Appeals pending at the end of FY 1999:
 - a. Number pending: 21
 - b. Median time – Calendar Days appeals pending: 118

B. Disposition of appeals.

1. Number completely upheld: 14
2. Number partially reversed: 3
3. Number completely reversed: 3
4. Number of times each FOIA exemption used (counting each exemption once per request) for each partially reversed and completely reversed decision
 - a. Exemption (b)(1) National security: 0
 - b. Exemption (b)(2) Material circumventing agency rules: 1
 - c. Exemption (b)(3) Matters directed to be withheld by other laws: 0
 - e. Exemption (b)(4) Proprietary, confidential, financial matters: 0
 - f. Exemption (b)(5) Predecisional material related to decision-making process, attorney client privilege, and attorney work product: 2
 - g. Exemption (b)(6) Matters related to personal privacy: 2
 - h. Exemption (b)(7) Matters related to law enforcement: 10 {(b)(7)(E)}
 - i. Exemption (b)(8) Matters related to banks/financial institutions: 0

- j. Exemption (b)(9) Information on wells: 0
5. Other reasons for nondisclosure (total): 4
- a. No records: 0
 - b. Referrals: 0
 - c. Request withdrawn: 1
 - d. Fee-related reason: 0
 - e. Records not reasonably described: 0
 - f. Not a proper FOIA request for some other reason: 0
 - g. Not a Departmental record: 0
 - h. Duplicate request: 1
 - i. Other (specify): 2 (Records Provided to Requester / Appeal Withdrawn)

VII. Compliance with Time Limits/Status of Pending Requests
(For Details Reference Exhibits I.A and IV)

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

1. Simple Requests

- a. Number processed: 1,282
- b. Median time - Calendar Days to process: 19.5

2. Complex Requests

- a. Number processed: 290
- b. Median time - Calendar Days to process: 27

3. Expedited Requests

- a. Number processed: 11
- b. Median time - Calendar Days to process: 15

B. Status of pending FOIA requests:

1. Number pending at end of FY 1999: 368
2. Median time - Calendar Days requests were pending: 375

VIII. Comparison with Previous Year

This report is the second Annual Report to follow the fiscal year cycle for reporting the Department's FOIA activities to the U.S. Department of Justice, and includes activities from October 1, 1998 through September 30, 1999. The Department received virtually the same number of requests during FY 1998 and FY 1999, but completed nearly two percent more in FY 1999. The increased number of pending requests at the end of FY 1999 is attributable to a correction which was made to the prior year pending data for the Office for Civil Rights. The level of staffing for FOIA activities remained fairly stable during FY 1999, as did the amount of fees collected from requesters.

IX. Costs/FOIA Staffing (For Details Reference Exhibit V)

- 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): 9.7 Work-Years
- B. Total costs (including staff and all resources):
 1. FOIA processing (including appeals): \$541,989
 2. Litigation-related activities (estimated): -0-
 3. Other program and support costs: \$12,989
 4. Total costs: \$554,978

X. Fees (For Details Reference Exhibit V)

- A. Total amount of fees collected by ED for processing requests: \$30,955.39
- B. Percentage of total costs: 5.6%

XI. FOIA Regulations (Including Fee Schedule)

ED's FOIA regulation is found under Title 34 Code of Federal Regulations (CFR), Part 5 – Availability of Information to the Public Pursuant to Public Law 90-23. A copy of this regulation is attached and includes ED's fee schedule.

The Department's Current FOIA Regulation by Subpart

- [Subpart A: Definitions](#)
- [Subpart B: What Records Are Available](#)
- [Subpart C: Freedom of Information Officer](#)
- [Subpart D: Procedures for Requesting Access to Records](#)
- [Subpart E: Fees and Charges](#)
- [Subpart F: Availability of Specific Records](#)
- [Subpart G: Administrative Review](#)

Exhibit I.A
ED's FOIA Annual Report for FY 1999
FOIA Request Activities during the Fiscal Year

HEADQUARTERS ORGANIZATIONS	FY 1998 Requests Pending	FY 1999 Receipts	Requests Completed during FY 1999	Requests Pending, End of FY 1999	
				Number	Median Days Pending
OS	0	27	27	0	-
ODS	0	0	0	0	-
OUS	0	1	1	0	-
OLCA	0	6	6	0	-
OGC	0	12	8	4	55
OIG	12	109	114	7	20
OIIA	0	0	0	0	-
OCFO	6	79	84	1	58
OCIO	0	24	24	0	-
OM	0	72	71	1	45
OBEMLA	0	2	2	0	-
OCR	16	150	131	35	40
OESE	1	30	28	3	214
OERI	0	13	13	0	-
SFA	61	164	167	58	335
OPE	0	8	8	0	-
OSERS	1	81	79	3	21
OVAE	1	4	4	1	12
HEADQUARTERS TOTALS:	98	782	767	113	335

REGIONAL OFFICES	FY 1998 Requests Pending	FY 1999 Receipts	Requests Completed during FY 1999	Requests Pending, End of FY 1999	
				Number	Median Days Pending
Region I - Boston	4	99	93	10	75
Region II - NY	0	121	121	0	-
Region III - Phila.	6	53	52	7	16
Region IV - Atlanta	0	148	148	0	-
Region V - Chicago	8	117	120	5	31
Region VI - Dallas	14	94	104	4	19.5
Region VII - KC	0	65	60	5	20
Region VIII - Denver	7	66	73	0	-
Region IX - SF	208	64	57	215	375
Region X - Seattle	0	102	102	0	-
Metro Region (OCR)	1	17	14	4	27
REGIONAL OFFICE TOTALS:	248	946	944	250	375

DEPARTMENT TOTALS:	346	1,728	1,711	363	375
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Exhibit I.B
ED's FOIA Annual Report for FY 1999
Disposition of FOIA Requests Completed during the Fiscal Year

HEADQUARTERS ORGANIZATIONS	DISPOSITION OF INITIAL REQUESTS COMPLETED DURING FY 1999					TOTAL COMPLETED
	Granted	Partially Granted	Denied	"No Records" Denials	Other Reasons	
OS	6	2	0	2	17	27
ODS	0	0	0	0	0	0
OUS	1	0	0	0	0	1
OLCA	0	0	0	6	0	6
OGC	2	0	0	6	0	8
OIG	36	33	13	28	4	114
OIIA	0	0	0	0	0	0
OCFO	49	33	1	1	0	84
OCIO	16	2	0	4	2	24
OM	45	7	2	7	10	71
OBEMLA	2	0	0	0	0	2
OCR	131	0	0	0	0	131
OESE	21	0	0	2	5	28
OERI	11	2	0	0	0	13
SFA	91	44	0	10	22	167
OPE	1	1	0	6	0	8
OSERS	31	44	0	3	1	79
OVAE	1	1	0	1	1	4
HEADQUARTERS TOTALS:	444	169	16	76	62	767

REGIONAL OFFICES	DISPOSITION OF INITIAL REQUESTS COMPLETED DURING FY 1999					TOTAL COMPLETED
	Granted	Partially Granted	Denied	"No Records" Denials	Other Reasons	
Region I - Boston	61	21	0	9	2	93
Region II - NY	112	2	4	1	2	121
Region III - Phila.	46	3	1	1	1	52
Region IV - Atlanta	124	12	4	3	5	148
Region V - Chicago	100	8	5	5	2	120
Region VI - Dallas	33	46	11	3	11	104
Region VII - KC	30	6	15	4	5	60
Region VIII - Denver	47	11	11	0	4	73
Region IX - SF	57	0	0	0	0	57
Region X - Seattle	86	13	0	0	3	102
Metro Region (OCR)	5	7	1	1	0	14
REGIONAL OFFICE TOTALS:	701	129	52	27	35	944

DEPARTMENT TOTALS:	1,145	298	68	103	97	1,711
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Exhibit II.A
ED's FOIA Annual Report for FY 1999
FOIA Exemptions Invoked for Partially Granted & Denied FOIA Requests During the Fiscal Year

HEADQUARTERS ORGANIZATIONS	FOIA Exemptions Invoked in Initial Requests Processed during FY 1999									TOTAL
	(b)(1)	(b)(2)	(b)(3)	(b)(4)	(b)(5)	(b)(6)	(b)(7)	(b)(8)	(b)(9)	
OS	0	0	0	0	0	2	0	0	0	2
ODS	0	0	0	0	0	0	0	0	0	0
OUS	0	0	0	0	0	0	0	0	0	0
OLCA	0	0	0	0	0	0	0	0	0	0
OGC	0	0	0	0	0	0	0	0	0	0
OIG	0	3	0	0	14	25	50	0	0	92
OIIA	0	0	0	0	0	0	0	0	0	0
OCFO	0	0	0	20	0	24	0	0	0	44
OCIO	0	0	0	0	0	0	0	0	0	0
OM	0	0	0	0	0	9	0	0	0	9
OBEMLA	0	0	0	0	0	0	0	0	0	0
OCR	0	0	0	0	0	0	0	0	0	0
OESE	0	0	0	0	0	0	0	0	0	0
OERI	0	0	0	0	0	2	0	0	0	2
SFA	0	0	0	0	7	41	1	0	0	49
OPE	0	0	0	0	0	1	0	0	0	1
OSERS	0	0	0	42	0	29	0	0	0	71
OVAE	0	0	0	1	0	0	0	0	0	1
Hdqtrs. Sub-Total:	0	3	0	63	21	133	51	0	0	271

REGIONAL OFFICES	FOIA Exemptions Invoked in Initial Requests Processed during FY 1999									TOTAL
	(b)(1)	(b)(2)	(b)(3)	(b)(4)	(b)(5)	(b)(6)	(b)(7)	(b)(8)	(b)(9)	
Region I - Boston	0	0	0	0	4	4	15	0	0	23
Region II - NY	0	0	0	1	1	1	0	0	0	3
Region III - Phila.	0	0	0	0	0	0	5	0	0	5
Region IV - Atlanta	0	0	0	0	0	0	20	0	0	20
Region V - Chicago	0	0	0	0	4	9	5	0	0	18
Region VI - Dallas	0	2	5	0	2	42	4	0	0	55
Region VII - KC	0	0	0	0	0	4	17	0	0	21
Region VIII - Denver	0	0	0	0	2	13	25	0	0	40
Region IX - SF	0	0	0	0	0	0	0	0	0	0
Region X - Seattle	0	0	0	0	0	0	17	0	0	17
Metro Region (OCR)	0	0	0	0	0	6	2	0	0	8
Regional Sub-Total:	0	2	5	1	13	79	110	0	0	210

DEPARTMENT TOTALS:	0	5	5	64	34	212	161	0	0	481
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Exhibit II.B
ED's FOIA Annual Report for FY 1999
FOIA Exemption 7 Analysis, by Sub-Exemption, for Partially Granted & Denied FOIA Requests

HEADQUARTERS ORGANIZATIONS	Breakdown of b(7) Exemptions						B(7) TOTAL
	(7)(A)	(7)(B)	(7)(C)	(7)(D)	(7)(E)	(7)(F)	
OS	0	0	0	0	0	0	0
ODS	0	0	0	0	0	0	0
OUS	0	0	0	0	0	0	0
OLCA	0	0	0	0	0	0	0
OGC	0	0	0	0	0	0	0
OIG	6	0	26	10	8	0	50
OIIA	0	0	0	0	0	0	0
OCFO	0	0	0	0	0	0	0
OCIO	0	0	0	0	0	0	0
OM	0	0	0	0	0	0	0
OBEMLA	0	0	0	0	0	0	0
OCR	0	0	0	0	0	0	0
OESE	0	0	0	0	0	0	0
OERI	0	0	0	0	0	0	0
SFA	1	0	0	0	0	0	1
OPE	0	0	0	0	0	0	0
OSERS	0	0	0	0	0	0	0
OVAE	0	0	0	0	0	0	0
Hdqtrs. Sub-Total:	7	0	26	10	8	0	51

REGIONAL OFFICES	Breakdown of b(7) Exemptions						B(7) TOTAL
	(7)(A)	(7)(B)	(7)(C)	(7)(D)	(7)(E)	(7)(F)	
Region I – Boston	2	0	13	0	0	0	15
Region II – NY	0	0	0	0	0	0	0
Region III - Phila.	4	0	1	0	0	0	5
Region IV – Atlanta	4	0	16	0	0	0	20
Region V – Chicago	3	0	2	0	0	0	5
Region VI – Dallas	2	0	2	0	0	0	4
Region VII – KC	13	0	4	0	0	0	17
Region VIII - Denver	11	0	13	1	0	0	25
Region IX - SF	0	0	0	0	0	0	0
Region X - Seattle	5	0	12	0	0	0	17
Metro Region (OCR)	2	0	0	0	0	0	2
Regional Sub-Total:	46	0	63	1	0	0	110

DEPARTMENT TOTALS:	53	0	89	11	8	0	161
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Exhibit III
ED's FOIA Annual Report for FY 1999
Other Reasons for Non-Disclosure in Response to FOIA Requests Completed during the Fiscal Year

HEADQUARTERS OR REGIONAL OFFICE	No Records	Referrals	Request Withdrawn	Fee-Related Reason	Not Reasonably Described	Not a Proper Request	Not an ED Record	Duplicate Request	Other	TOTAL NUMBER COMPLETED
OS	2	17	0	0	0	0	0	0	0	19
ODS	0	0	0	0	0	0	0	0	0	0
OUS	0	0	0	0	0	0	0	0	0	0
OLCA	6	0	0	0	0	0	0	0	0	6
OGC	6	0	0	0	0	0	0	0	0	6
OIG	28	0	3	1	0	0	0	0	0	32
OIIA	0	0	0	0	0	0	0	0	0	0
OCFO	1	0	0	0	0	0	0	0	0	1
OCIO	4	1	0	1	0	0	0	0	0	6
OM	7	0	6	2	0	0	0	2	0	17
OBEMLA	0	0	0	0	0	0	0	0	0	0
OCR	0	0	0	0	0	0	0	0	0	0
OESE	2	5	0	0	0	0	0	0	0	7
OERI	0	0	0	0	0	0	0	0	0	0
SFA	10	6	8	0	8	0	0	0	0	32
OPE	6	0	0	0	0	0	0	0	0	6
OSERS	3	0	1	0	0	0	0	0	0	4
OVAE	1	0	0	0	0	0	0	0	1	2
Region I - Boston	9	1	0	1	0	0	0	0	0	11
Region II - NY	1	0	0	2	0	0	0	0	0	3
Region III - Phila.	1	0	1	0	0	0	0	0	0	2
Region IV - Atlanta	3	0	0	0	0	5	0	0	0	8
Region V - Chicago	5	0	2	0	0	0	0	0	0	7
Region VI - Dallas	3	9	0	2	0	0	0	0	0	14
Region VII - KC	4	1	2	1	0	0	1	0	0	9
Region VIII - Denver	0	0	2	0	1	0	0	1	0	4
Region IX - SF	0	0	0	0	0	0	0	0	0	0
Region X - Seattle	0	2	1	0	0	0	0	0	0	3
Metro Region (OCR)	1	0	0	0	0	0	0	0	0	1
DEPARTMENT TOTALS:	103	42	26	10	9	5	1	3	1	200

Exhibit IV
ED's FOIA Annual Report for FY 1999
Median Processing Time for FOIA Requests Completed during the Fiscal Year

HEADQUARTERS OR REGIONAL OFFICE	Simple Requests		Complex Requests		Expedited Requests		TOTAL NUMBER COMPLETED
	Number	Median Time*	Number	MedianTime*	Number	Median Time*	
OS	27	15	0	0	0	0	27
ODS	0	0	0	0	0	0	0
OUS	1	7	0	0	0	0	1
OLCA	6	1	0	0	0	0	6
OGC	8	12	0	0	0	0	8
OIG	108	20	5	27	1	5	114
OIIA	0	0	0	0	0	0	0
OCFO	51	9	33	15	0	0	84
OCIO	14	3	10	18	0	0	24
OM	68	20	3	45	0	0	71
OBEMLA	2	5	0	0	0	0	2
OCR	131	20	0	0	0	0	131
OESE	23	30	5	70	0	0	28
OERI	13	15	0	0	0	0	13
SFA	120	30	40	60	7	15	167
OPE	8	30	0	0	0	0	8
OSERS	76	19	3	30	0	0	79
OVAE	4	12	0	0	0	0	4
Region I - Boston	72	31	21	42	0	0	93
Region II - NY	115	8	6	28	0	0	121
Region III - Phila.	18	14	34	26	0	0	52
Region IV - Atlanta	90	28	55	30	3	30	148
Region V - Chicago	120	9.5	0	0	0	0	120
Region VI - Dallas	92	19.5	12	31	0	0	104
Region VII - KC	30	14	30	24	0	0	60
Region VIII - Denver	51	14	22	17	0	0	73
Region IX - SF	19	21	19	350	19	15	57
Region X - Seattle	89	12	13	17	0	0	102
Metro Region (OCR)	13	25	1	70	0	0	14
DEPARTMENT TOTALS:	1,369	ED Median Time 19.5	312	ED Median Time 27	30	ED Median Time 15	1,711

*Note: Median Time is based on Calendar Days

Exhibit V
Estimated Workyears / Costs and Fees during FY 1999

HEADQUARTERS OR REGIONAL OFFICE	ESTIMATED COSTS, BY TYPE (in dollars)					FEES		
	LABOR		APPEALS COSTS	LITIGATION COSTS	OTHER COSTS	TOTAL COSTS	FEES COLLECTED	FEES AS A % OF COSTS
	Hours (Non-FTEs)	Costs						
OS	89	\$2,716.	-	-	-	\$2,716.	-	-
ODS	0	-	-	-	-	-	-	-
OUS	5	119.	-	-	\$10.	129.	-	-
OLCA	36	725.	-	-	-	725.	\$109.65	15.1%
OGC	24	667.	-	-	-	667.	20.90	3.1%
OIG	912	29,576	-	-	-	29,576.	1,684.34	5.7%
OIIA	0	-	-	-	-	-	-	-
OCFO	92	2,448.	-	-	25.	2,473.	2,196.03	88.8%
OCIO*	3,861	101,222.	\$30,455.	-	10,000.	141,677.	251.71	0.2%
OM	178	3,461.	-	-	-	3,461.	1,755.18	50.1%
OBEMLA	8	255.	-	-	-	255.	-	-
OCR	458	8,129.	-	-	-	8,129.	413.60	5.1%
OESE	490	13,362.	-	-	-	13,362.	117.61	0.1%
OERI	82	2,581.	-	-	-	2,581	158.07	6.1%
SFA	1,520	39,087.	-	-	501.	39,588.	19,222.19	48.6%
OPE	18	293.	-	-	-	293.	33.00	11.3%
OSERS	1,126	24,879.	-	-	257.	25,136.	2,742.61	10.9%
OVAE	10	383.	-	-	-	383.	-	-
Region I - Boston	1,293	26,009.	-	-	-	26,009.	98.30	0.4%
Region II - NY	3,025	80,132.	-	-	-	80,132.	695.00	0.9%
Region III - Phila.	286	7,576.	-	-	104.	7,680.	238.90	3.1%
Region IV - Atlanta	1,184	33,211.	-	-	-	33,211	134.50	0.4%
Region V - Chicago	1,140	25,935.	-	-	120.	26,055.	175.50	0.7%
Region VI - Dallas	603	14,098.	-	-	-	14,098.	534.70	3.8%
Region VII - KC	165	4,500.	-	-	120.	4,620.	146.30	3.2%
Region VIII - Denver	913	25,683.	-	-	975.	26,658.	-	-
Region IX - SF	2,280	50,388.	-	-	570.	50,958.	51.10	0.1%
Region X - Seattle	382	11,624.	-	-	153.	11,777.	176.20	1.5%
Metro Region (OCR)	119	2,475.	-	-	154.	2,629.	-	-
DEPARTMENT TOTALS:	20,299**	\$511,534.00	\$30,455.00	-	\$12,989.00	\$554,978.00	\$30,955.39	5.6%

*does not include one FTE for the Department's FOIA Officer; and

**equivalent to 9.7 FTE.