



[About Us](#) : [FOIA](#) : Annual FOIA Report

**Corporation for National and Community Service  
Freedom of Information Act Report  
for  
(October 1, 1997 - September 30, 1998)  
Pursuant to 5 U.S.C. 552(e)(1)**

- I. Basic Information Regarding Report:
- a. Name, title, address, and telephone number of person(s) to be contacted with questions about the report:

William L. Hudson Jr. / Corporation FOIA Officer / (202) 606-5000, Ext. 265

- b. Electronic address for report on the World Wide Web:

<http://www.nationalservice.org/research/foia>

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

A copy of this report can be obtained by writing to the Corporation FOIA Officer, or by going to the Internet site shown in (b) above.

- II. How to Make a FOIA Request:
- a. Name, addresses, and telephone numbers of all individual agency components and offices that receive FOIA addresses:

Corporation for National and Community Service  
Office of the General Counsel  
Attn: William L. Hudson Jr./ Corporation FOIA Officer  
1201 New York Avenue, N.W., Room 8200  
Washington, D.C., 20525

- b. Brief description of the agency's response-time ranges:

The Corporation's response time to routine FOIA requests average 8 to 11 working days.

The Corporation's response time to expeditious processing requests ranges from 3 to 5 working days.

The Corporation does not use a multiple tracking system for monitoring FOIA requests. The requests are received and processed through a centralized system and are managed by one database.

- c. Brief description of why some requests are not granted:

Some requests are denied under Exemption 4, due to the protection of information from companies who bid on Corporation contracts. Also, some requests have been denied under Exemption 5 due to requests for specific employee information that goes beyond what is considered releasable information under FOIA

III. Terms noted for use in report.

IV. Exemption 3 Statutes:

There have been no requests denied under Exemption 3.

V. Initial FOIA/PA Access Requests:

- a. Numbers of initial requests:
  1. Number of requests pending as of end of preceding fiscal year: 0.
  2. Number of requests received during current fiscal year: 72.
  3. Number of requests processed during current fiscal year: 72.
  4. Number of requests pending as of the end of the current fiscal year: 0.
- b. Disposition of initial requests:
  1. Number of total grants: 61.
  2. Number of partial grants: 2.
  3. Number of denials: 2.
    - a. Number of times each FOIA exemption used (counting each exemption once per request)  
Exemption 1: 0 Exemption 7(A): 0. Exemption 8: 0.  
Exemption 2: 0. Exemption 7(B): 0. Exemption 9: 0.  
Exemption 3: 0. Exemption 7(C): 0.  
Exemption 4: 1. Exemption 7(D): 0.  
Exemption 5: 1. Exemption 7(E): 0.  
Exemption 6: 0. Exemption 7(F): 0.
  4. Other reasons for nondisclosure (total):
    - a. no records: 3.
    - 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 an agency record: 3.
    - h. duplicate request: 0.
    - i. other (specify): 0.

VI. Appeals of Initial Denials of FOIA/PA Requests:

- a. Numbers 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: 1.
  2. Number partially reversed: 1.
  3. Number completely reversed: 0.
    - a. Number of times each FOIA exemption used (counting each exemption once per appeal)  
Exemption 1: 0. Exemption 7(A): 0. Exemption 8: 0.  
Exemption 2: 0. Exemption 7(B): 0. Exemption 9: 0.  
Exemption 3: 0. Exemption 7(C): 0.  
Exemption 4: 1. Exemption 7(D): 0.

Exemption 5: 1. Exemption 7(E): 0.

Exemption 6: 0. Exemption 7(F): 0.

4. Other reasons for nondisclosure (total):
  - 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 (multiple tracks not used):
    - a. number of requests processed: 72.
    - b. median number of days to process: 16.
  2. Requests accorded expedited processing:
    - a. number of requests processed: 3.
    - b. median number of days to process: 5.
- b. Status of pending requests:
  1. Number of requests pending as of end of current year: 0.
  2. Median number of days that such requests were pending as of that date: 0.

VIII. Comparisons with Previous Year(s):

- a. Comparisons of numbers of requests received:  $43 / 72 = 67$  percent increase from Jan-Sep 97 and current reporting period.
- b. Comparison of numbers of requests processed:  $43 / 72 = 67$  percent increase from Jan-Sep 97 and current reporting period.
- c. Comparison of media numbers of days requests were pending as of end of fiscal year: There were no pending cases at the end of fiscal year.
- d. Other statistics significant to agency: There were 28 telephone requests received for information that is currently available on the Corporation's Internet site. Therefore, these were not counted as FOIA requests due to the information being available through electronic means.
- e. Other narrative statements describing agency efforts to improve timeliness of FOIA performance and to make records available to the public:

Use of the Corporation's recently restructured Internet web site has allow more information to be made available to the public, thus eliminating the need for written FOIA requests that would have had to of been made if not for the Internet site.

IX.

X. Costs/FOIA Staffing:

- a. Staffing levels:
  1. Number of full-time FOIA personnel: 0.
  2. Number of personnel with part-time or occasional FOIA duties: 2.
  3. Total number of personnel (in work years): 1.
- b. Total costs (including staff and all resources):
  1. FOIA processing (including appeals): \$640.

2. Litigation-related activities (estimated): 0.
  3. Total costs: \$640.
- c. Comparison with previous year(s) (including percentage of change):
- \$580 / \$640 = 10 percent increase from Jan-Sep 97 and current report.
- d. Statement of additional resources needed for FOIA compliance:

XI. Fees:

- a. Total amount of fees collected by agency for processing requests: \$47.90.
- b. Percentage of total costs: 7.5 percent of total FOIA processing costs collected.

XII. FOIA regulations.

<http://www.nationalservice.org/search/foia>

A copy of new Corporation FOIA (effective June 12, 1998) regulation attached.