



**United States Department of Education**

**FREEDOM OF INFORMATION ACT  
ANNUAL REPORT  
FISCAL YEAR 2002**

February 2003

**Office of the Chief Information Officer  
Information Management Group**  
400 Maryland Avenue, SW,  
ROB-3, Room 4050  
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, 7<sup>th</sup> and D Streets, S.W., ROB-3, Room 4050, 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/foia/annual\\_reports.html](http://www.ed.gov/offices/OCIO/foia/annual_reports.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. FOIA Request Guidelines

### A. How to make a FOIA Request

1. Make your request in writing, either handwritten or typed.
2. Be as specific as possible with regard to names, dates, places, events, subjects, etc. If known, you should include any file designations or descriptions for the records that you want. You do not have to give a requested record's exact name or title, but the more specific you are about the record or types of records that you want, the easier it will be for ED to locate them.
3. Include a return address, daytime phone number, and e-mail address (if available) in case we must clarify your request.

4. Send your request to the following mailing address:

U.S. Department of Education  
Office of the Chief Information Officer  
400 Maryland Avenue, SW, ROB-3, Room. 4050  
Washington, DC 20202-4651  
Attn: FOIA Officer

You may also fax your request to (202) 708-9368 or e-mail it to [OCIO.FOIA@ed.gov](mailto:OCIO.FOIA@ed.gov).

5. To avoid delay, be sure to display prominently on the envelope, fax cover sheet, or e-mail subject line, "FOIA 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.  
In an even smaller number of instances, Exemption (b)(3) – information that is withheld in accordance with other laws – is relied upon.

### 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. FSA -- Federal Student Aid
  - n. OPE -- Office of Postsecondary Education
  - o. OERI -- Office of Educational Research and Improvement
  - p. OESE -- Office of Elementary and Secondary Education
  - q. OELA -- Office of English Language Acquisition
  - 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 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 (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**

Statute/Rule	Type(s) of Information Withheld	Case Citation
18 USC § 2721	Driver's License Photograph	None
20 USC § 1232	Student Records	None

#### **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 2001: 193Φ
2. Number of requests received during FY 2002: 1,744
3. Number of requests processed during FY 2002: 1,718
4. Number of requests pending as of the end of FY 2002: 219

**B. Disposition of initial requests**

1. Number of requests granted – full disclosure: 1,079
2. Number of requests partially granted – partial disclosure: 344

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Φ Variance from the Department's 2001 Annual Report is the result of improved accounting practices.

3. Number of requests denied: 45

a. Number of times each FOIA exemption used (counting each exemption once per request) for each partially granted and denied request:

Exemption 1: 0

Exemption 2: 13

Exemption 3: 0

Exemption 4: 101

Exemption 5: 39

Exemption 6: 234

Exemption 7(A): 30

Exemption 7(B): 0

Exemption 7(C): 86

Exemption 7(D): 2

Exemption 7(E): 5

Exemption 7(F): 0

Exemption 8: 0

Exemption 9: 0

4. Other reasons for nondisclosure (total): 250

a. No records: 159

b. Referrals: 30

c. Request withdrawn: 31

d. Fee-related reason: 11

e. Records not reasonably described: 10

f. Not a proper FOIA request for some other reason: 1

g. Not a Departmental record: 0

h. Duplicate request: 2

i. Other (specify): 6 (Other Program Office's request, Privacy Act issue only, Web Page issue, Failure to Clarify Request)

## VI. Appeals of Initial Denials of FOIA Requests

### A. Numbers of appeals.

1. Appeals received during FY 2002: 28
2. Appeals processed during FY 2002: 13

### B. Disposition of appeals.

1. Number completely upheld: 11
2. Number partially reversed: 2
3. Number completely reversed: 0

#### a. Number of times each FOIA exemption used (counting each exemption once per request) for each partially reversed and completely reversed decision:

Exemption 1: 0

Exemption 2: 0

Exemption 3: 0

Exemption 4: 0

Exemption 5: 0

Exemption 6: 0

Exemption 7: 1 { 7(A) }  
1 (7 (C))

Exemption 8: 0

Exemption 9: 0

#### 4. Other reasons for nondisclosure (total): 11

- a. No records: 6
- b. Referrals: 0
- c. Request withdrawn: 0
- d. Fee-related reason: 2



- e. Records not reasonably described: 2
- f. Not a proper FOIA request for some other reason: 0
- g. Not a Departmental record: 1
- h. Duplicate request: 0
- i. Other (specify): 0

## **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: 1,293
    - b. Median time - Calendar Days to process: See Exhibit IV
  - 2. Complex Requests
    - a. Number processed: 400
    - b. Median time - Calendar Days to process: See Exhibit IV
  - 3. Expedited Requests
    - a. Number processed: 25
    - b. Median time - Calendar Days to process: See Exhibit IV
- B. Status of pending FOIA requests:
  - 1. Number pending at end of FY 2002: 219
  - 2. Median time - Calendar Days requests were pending: See Exhibit I.A

## **VIII. Comparison with Previous Year**

This report is the fifth 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, 2001 through September 30, 2002. The Department experienced an approximate twelve percent increase in FOIA requests during FY 2002 as compared to FY 2001. The Department's plans for re-engineering the manner in which FOIA requests are processed once implemented during FY 2003 are expected to enable us to reduce backlogs and reduce median processing time significantly. The level of staffing for FOIA activities remained fairly stable during FY 2002, as did the amount of fees collected from requesters.

### A. FY 2002 Expedited Requests:

1. Number Received: 25
2. Number Granted: 25

## **IX. Costs/FOIA Staffing**

(For Details Reference Exhibit V)

### 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): 6.4 Work-Years
3. Total: 8.4 Work-Years

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

1. FOIA processing (including appeals): \$321,159.45
2. Litigation-related activities (estimated): None
3. Total costs: \$321,159.45

## **X. Fees**

(For Details Reference Exhibit V)

A. Total amount of fees collected by ED for processing requests: \$9,690.72

B. Percentage of total costs: 3.02%

## **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 available at [http://www.access.gpo.gov/nara/cfr/waisidx\\_01/34cfr5\\_01.html](http://www.access.gpo.gov/nara/cfr/waisidx_01/34cfr5_01.html).

### **The Department's current FOIA Regulation, by Sub-part:**

- 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 2002**  
**FOIA Request Activities during the Fiscal Year**

HEADQUARTERS ORGANIZATIONS	FY 2001 Requests Pending	FY 2002 Receipts	Requests Completed during FY 2002	Requests Pending, End of FY 2002	
				Number	Median Days Pending
OS/ODS	0	34	33	1	41
OUS	0	4	2	2	7
OLCA	0	11	11	0	0
OGC	0	18	11	7	0
OIG	9	93	98	4	25
OIIA	0	0	0	0	0
OCFO	5	46	41	10	14
OCIO	0	0	0	0	0
OM	2	48	48	2	32
OELA	0	9	9	0	8
OCR	11	116	111	16	0
OESE	4	86	75	15	30
OERI	2	15	15	2	12
FSA	50	161	185	26	65
OPE	9	48	48	9	30
OSERS	2	121	119	4	22
OVAE	0	10	8	2	0
<b>HEADQUARTERS TOTALS:</b>	<b>94</b>	<b>820</b>	<b>814</b>	<b>100</b>	

REGIONAL OFFICES	FY 2001 Requests Pending	FY 2001 Receipts	Requests Completed during FY 2001	Requests Pending, End of FY 2001	
				Number	Median Days Pending
Region I – Boston	14	115	106	23	17
Region II – NY	26	72	72	26	15
Region III - Phila.	0	80	78	2	14
Region IV - Atlanta	0	100	100	0	20
Region V - Chicago	4	135	135	4	20
Region VI - Dallas	12	78	78	12	27
Region VII – KC	0	72	68	4	18
Region VIII - Denver	0	64	64	0	0
Region IX – SF	36	51	51	36	211
Region X – Seattle	6	142	137	11	5
Metro Region (OCR)	1	15	15	1	16
<b>REGIONAL OFFICE TOTALS:</b>	<b>99</b>	<b>924</b>	<b>904</b>	<b>119</b>	

<b>DEPARTMENT TOTALS:</b>	<b>193</b>	<b>1744</b>	<b>1718</b>	<b>219</b>	
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**Exhibit I.B**  
**ED's FOIA Annual Report for FY 2002**  
**Disposition of FOIA Requests Completed during the Fiscal Year**

HEADQUARTERS ORGANIZATIONS	DISPOSITION OF INITIAL REQUESTS COMPLETED DURING FY 2001					TOTAL COMPLETED
	Granted	Partially Granted	Denied	"No Records" Denials	Other Reasons	
OS/ODS	11	5	0	8	9	33
OUS	0	0	0	2	0	2
OLCA	0	3	0	8	0	11
OGC	1	3	1	6	0	11
OIG	17	28	11	25	17	98
OIIA	0	0	0	0	0	0
OCFO	32	3	1	2	3	41
OCIO	0	0	0	0	0	0
OM	21	15	2	5	5	48
OELA	5	2	0	1	1	9
OCR	111	0	0	0	0	111
OESE	39	10	2	24	0	75
OERI	10	0	0	5	0	15
FSA	115	36	1	15	18	185
OPE	40	0	0	8	0	48
OSERS	33	83	1	1	1	119
OVAE	2	6	0	0	0	8
<b>HEADQUARTERS TOTALS:</b>	<b>437</b>	<b>194</b>	<b>19</b>	<b>110</b>	<b>54</b>	<b>814</b>

REGIONAL OFFICES	DISPOSITION OF INITIAL REQUESTS COMPLETED DURING FY 2001					TOTAL COMPLETED
	Granted	Partially Granted	Denied	"No Records" Denials	Other Reasons	
Region I - Boston	59	38	0	6	3	106
Region II - NY	53	9	8	2	0	72
Region III - Phila.	65	5	0	4	4	78
Region IV - Atlanta	95	0	2	1	2	100
Region V - Chicago	113	12	2	3	5	135
Region VI - Dallas	24	38	2	7	7	78
Region VII - KC	58	5	5	0	0	68
Region VIII - Denver	23	24	4	7	6	64
Region IX - SF	34	3	2	7	5	51
Region X - Seattle	108	12	1	11	5	137
Metro Region (OCR)	10	4	0	1	0	15
<b>REGIONAL OFFICE TOTALS:</b>	<b>642</b>	<b>150</b>	<b>26</b>	<b>49</b>	<b>37</b>	<b>904</b>

<b>DEPARTMENT TOTALS:</b>	<b>1079</b>	<b>344</b>	<b>45</b>	<b>159</b>	<b>91</b>	<b>1718</b>
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**Exhibit II.A**  
**ED's FOIA Annual Report for FY 2002**  
**FOIA Exemptions Invoked for Partially Granted & Denied FOIA Requests during the Fiscal Year**

HEADQUARTERS ORGANIZATIONS	FOIA Exemptions Invoked in Initial Requests Processed during FY									TOTAL
	(b)(1)	(b)(2)	(b)(3)	(b)(4)	(b)(5)	(b)(6)	(b)(7)	(b)(8)	(b)(9)	
OS/ODS	0	0	0	0	0	5	0	0	0	5
OUS	0	0	0	0	0	0	0	0	0	0
OLCA	0	0	0	0	0	3	0	0	0	3
OGC	0	0	0	0	4	0	0	0	0	4
OIG	0	13	0	0	11	19	28	0	0	71
OIA	0	0	0	0	0	0	0	0	0	0
OCFO	0	0	0	0	0	2	0	0	0	2
OCJO	0	0	0	0	0	0	0	0	0	0
OM	0	0	0	0	0	15	0	0	0	15
OELA	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	14	0	0	0	14
OERI	0	0	0	0	0	0	0	0	0	0
FSA	0	0	0	12	10	33	1	0	0	56
OPE	0	0	0	0	0	0	0	0	0	0
OSERS	0	0	0	82	0	67	0	0	0	149
OVAE	0	0	0	6	0	0	0	0	0	6
<b>Hdqtrs. Sub-Total:</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>100</b>	<b>25</b>	<b>158</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>325</b>

REGIONAL OFFICES	FOIA Exemptions Invoked in Initial Requests Processed during FY 2002									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	1	13	24	0	0	38
Region II - NY	0	0	0	0	0	30	2	0	0	32
Region III - Phila.	0	0	0	0	1	1	6	0	0	8
Region IV - Atlanta	0	0	0	0	0	2	3	0	0	5
Region V - Chicago	0	0	0	0	3	1	4	0	0	8
Region VI - Dallas	0	0	0	0	0	0	3	0	0	3
Region VII - KC	0	0	0	0	3	0	7	0	0	10
Region VIII - Denver	0	0	0	1	5	22	26	0	0	54
Region IX - SF	0	0	0	0	0	3	0	0	0	3
Region X - Seattle	0	0	0	0	0	2	14	0	0	16
Metro Region (OCR)	0	0	0	0	1	2	5	0	0	8
<b>Regional Sub-Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>14</b>	<b>76</b>	<b>94</b>	<b>0</b>	<b>0</b>	<b>185</b>

<b>DEPARTMENT TOTALS:</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>101</b>	<b>39</b>	<b>234</b>	<b>123</b>	<b>0</b>	<b>0</b>	<b>510</b>
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**Exhibit II.B**  
**ED's FOIA Annual Report for FY 2002**  
**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/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	7	0	14	2	5	0	28
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
OELA	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
FSA	0	0	1	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
<b>Hdqtrs. Sub-Total:</b>	<b>7</b>	<b>0</b>	<b>15</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>29</b>

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	3	0	21	0	0	0	24
Region II – NY	2	0	0	0	0	0	2
Region III - Phila.	1	0	5	0	0	0	6
Region IV – Atlanta	1	0	2	0	0	0	3
Region V – Chicago	1	0	3	0	0	0	4
Region VI – Dallas	2	0	1	0	0	0	3
Region VII – KC	4	0	3	0	0	0	7
Region VIII – Denver	4	0	22	0	0	0	26
Region IX - SF	0	0	0	0	0	0	0
Region X - Seattle	2	0	12	0	0	0	14
Metro Region (OCR)	3	0	2	0	0	0	5
<b>Regional Sub-Total:</b>	<b>23</b>	<b>0</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94</b>

<b>DEPARTMENT TOTALS:</b>	<b>30</b>	<b>0</b>	<b>86</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>123</b>
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**Exhibit III**  
**ED's FOIA Annual Report for FY 2002**  
**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/ODS	0	2	3	1	0	0	0	0	3	9
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	16	1	0	0	0	0	0	0	17
OIIA	0	0	0	0	0	0	0	0	0	0
OCFO	0	1	2	0	0	0	0	0	0	3
OCIO	0	0	0	0	0	0	0	0	0	0
OM	0	0	2	0	0	1	0	0	2	5
OELA	0	0	0	0	1	0	0	0	0	1
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	0	0	0	0	0
FSA	0	6	4	5	3	0	0	0	0	18
OPE	0	0	0	0	0	0	0	0	0	0
OSERS	0	0	1	0	0	0	0	0	0	1
OVAE	0	0	0	0	0	0	0	0	0	0
<b>Hdqtrs. Sub-Total:</b>	<b>0</b>	<b>25</b>	<b>13</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>54</b>

Region I - Boston	0	0	2	1	0	0	0	0	0	3
Region II - NY	0	0	0	0	0	0	0	0	0	0
Region III - Phila.	0	1	2	1	0	0	0	0	0	4
Region IV - Atlanta	0	0	2	0	0	0	0	0	0	2
Region V - Chicago	0	2	2	0	1	0	0	0	0	5
Region VI - Dallas	0	0	3	1	3	0	0	0	0	7
Region VII - KC	0	0	0	0	0	0	0	0	0	0
Region VIII - Denver	0	1	0	2	2	0	0	0	1	6
Region IX - SF	0	0	3	0	0	0	0	2	0	5
Region X - Seattle	0	1	4	0	0	0	0	0	0	5
Metro Region (OCR)	0	0	0	0	0	0	0	0	0	0
<b>Regional Sub-Total</b>	<b>0</b>	<b>5</b>	<b>18</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>37</b>

<b>DEPARTMENT TOTALS:</b>	<b>0</b>	<b>30</b>	<b>31</b>	<b>11</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>91</b>
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**Exhibit IV**  
**ED's FOIA Annual Report for FY 2002**  
**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	Median Time*	Number	Median Time*	
OS/ODS	33	10	0	0	0	0	33
OUS	2	7	0	0	0	0	2
OLCA	11	5	0	0	0	0	11
OGC	10	16	1	180	0	0	11
OIG	95	25	3	32	0	0	98
OIIA	0	0	0	0	0	0	0
OCFO	26	9	10	21	5	2	41
OCIO	0	0	0	0	0	0	0
OM	15	20	33	35	0	0	48
OELA	9	9	0	0	0	0	9
OCR	111	20	0	0	0	0	111
OESE	25	15	40	40	10	10	75
OERI	15	0	0	0	0	0	15
FSA	151	20	32	40	2	5	185
OPE	39	20	9	40	0	0	48
OSERS	119	22	0	0	0	0	119
OVAE	8	14	0	0	0	0	8
<b>Headquarters Sub-Total</b>	<b>669</b>		<b>128</b>		<b>17</b>		<b>814</b>

Region I - Boston	106	21	0	0	0	0	106
Region II - NY	70	15	2	45	0	0	72
Region III - Phila.	64	11	14	37	0	0	78
Region IV - Atlanta	100	20	0	0	0	0	100
Region V - Chicago	133	35	2	97	0	0	135
Region VI - Dallas	20	9	58	38	0	0	78
Region VII - KC	58	10	10	52	0	0	68
Region VIII - Denver	50	20.5	11	19.5	3	4	64
Region IX - SF	10	8	36	110	5	3	51
Region X - Seattle	0	0	137	7	0	0	137
Metro Region (OCR)	13	14	2	34	0	0	15
<b>Regional Sub-Total</b>	<b>624</b>		<b>272</b>		<b>8</b>		<b>904</b>

<b>DEPARTMENT TOTALS:</b>	<b>1,293</b>	<b>ED Median Time</b>	<b>400</b>	<b>ED Median Time</b>	<b>25</b>	<b>ED Median Time</b>	<b>1,718</b>

\*Note: Median Time is based on Calendar Days.

**Exhibit V  
Estimated Workyears / Costs and Fees during FY 2002**

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/ODS	0.75	\$1,039.74	0.00	0.00	0.00	1,039.74	16.20	1.56%
OUS	4	\$1,039.74	0.00	0.00	0.00	1,039.74	0.00	0.00%
OLCA	8	\$1,039.74	0.00	0.00	\$196.00	1,235.74	0.00	0.00%
OGC	8.3	0.00	0.00	0.00	0.00	3,187.28	0.00	0.00%
OIG	12.5	\$38,869.00	0.00	0.00	0.00	38,869.00	0.00	0.00%
OIIA	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
OCFO	5	\$4,868.75	0.00	0.00	\$34.85	4,903.60	325.00	6.63%
OCIO*	0	0.00	0.00	0.00	\$0.00	0.00	0.00	0.00%
OM	4.25	\$6,472.92	0.00	0.00	\$0.00	6,472.92	310.91	4.80%
OELA	4.5	\$715.50	0.00	0.00	\$25.00	740.50	65.00	8.78%
OCR	10.09	\$22,746.39	0.00	0.00	\$0.00	22,746.39	0.00	0.00%
OESE	13.5	\$36,409.50	0.00	0.00	\$0.00	36,409.50	1,201.05	3.30%
OERI	8.5	\$5,980.85	0.00	0.00	\$0.00	5,980.85	0.00	0.00%
FSA	2.9	\$17,023.15	0.00	0.00	\$555.00	17,578.15	1,826.38	10.39%
OPE	2.3	\$2,640.77	0.00	0.00	\$0.00	2,640.77	0.00	0.00%
OSERS	16	\$20,952.30	0.00	0.00	\$1,860.00	22,812.30	4,309.45	18.89%
OVAE	0.5	\$138.76	0.00	0.00	\$0.00	138.76	29.03	20.92%
<b>Headquarters Sub-Total</b>	<b>101.1</b>	<b>\$159,937.11</b>	<b>0.00</b>	<b>0.00</b>	<b>\$2,670.85</b>	<b>162,607.96</b>	<b>8,083.02</b>	<b>4.97%</b>
Region I - Boston	9.5	\$22,446.00	\$0.00	\$0.00	\$0.00	\$22,446.00	\$77.00	0.34%
Region II - NY	228.2	\$4,765.00	\$0.00	\$0.00	\$0.00	\$4,765.00	\$322.90	6.78%
Region III - Phila.	3.5	\$8,056.62	\$0.00	\$0.00	\$195.00	\$8,251.62	\$265.80	3.22%
Region IV - Atlanta	10	\$32,020.00	\$0.00	\$0.00	\$0.00	\$32,020.00	\$74.50	0.23%
Region V - Chicago	19.5	\$32,166.37	\$0.00	\$0.00	\$0.00	\$32,166.37	\$27.90	0.09%
Region VI - Dallas	4.2	\$8,697.78	\$0.00	\$0.00	\$0.00	\$8,697.78	\$263.00	3.02%
Region VII - KC	5	\$10,886.80	\$0.00	\$0.00	\$136.00	\$11,022.80	\$144.80	1.31%
Region VIII - Denver	5.5	\$10,644.48	\$0.00	\$0.00	\$140.80	\$10,785.28	\$150.10	1.39%
Region IX - SF	9	\$14,821.00	\$0.00	\$0.00	\$51.00	\$14,872.00	\$0.00	0.00%
Region X - Seattle	3	\$12,839.64	\$0.00	\$0.00	\$685.00	\$13,524.64	\$281.70	2.08%
Metro Region (OCR)	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Regional Sub-Total</b>	<b>297.40</b>	<b>\$157,343.69</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,207.80</b>	<b>\$158,551.49</b>	<b>\$1,607.70</b>	<b>1.01%</b>
<b>DEPARTMENT TOTALS:</b>	<b>398.49</b>	<b>\$317,280.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,878.65</b>	<b>\$321,159.45</b>	<b>\$9,690.72</b>	<b>3.02%</b>

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