*FREEDOM OF INFORMATION ACT ANNUAL REPORT*

FOIA Data Submission Form for Treasury Bureaus
Fiscal Year 2001
(Oct. 1, 2000-Sept. 30, 2001)

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**Note**: Bureau reporting begins at item II-B. Those sections marked "Not for bureaus" will be answered by the Departmental Disclosure Office in the combined report.
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I. and II-A. (Not for bureaus.)

II.B. Brief Description of your bureau's response-time ranges.

**Response time ranged from 1 to 178 days. The <u>average</u> response time in fiscal year 2001 was 31.72 days.**

C. Brief description why some requests are not granted.
**The most common reasons why requests for records couldn't be granted/released were: (1). (b)(6)"Disclosure of which would constitute a clearly unwarranted invasion of personal privacy", (2). (b)(2) "records related solely to the internal Personnel rules and practices of an agency", (3). (b)(7) "records or information compiled for law enforcement purposes that may be sensitive documents or contain privacy or adjudication procedures.**

III. Definition of terms and acronyms used in this report.
   **A.** List your agency-specific acronyms or terms. **N/A**

   B. Basic Terms (This has already been done by Department of Justice. See
      **http://www.usdoj.gov/oip/foia_updates/Vol_XVIII_3/page2.htm** )

IV. Exemption 3 Statutes.
   A. List of Exemption 3 statutes relied on by agency during fiscal year**:**

   **FLETC did not use Exemption #3 to withhold information under the FOIA during Fiscal Year 2001.**

V.  FOIA/PA Access Requests.

A.  Number of initial requests.

1.  Number of requests pending as of end of preceding fiscal year: _____**14**

2.  Number of requests received during current fiscal year: _____**59**

3.  Number of requests processed during current fiscal year: _____**49**

4.  Number of requests pending as of end of current fiscal year: _____**24**
(Enter this number also in line VII. B. 1.)

B.  Disposition of initial requests.
1.  Total grants: _____ **23**
2.  Partial grants: _____ **9**
3.  Denials: _____ **1**
   a.  Number of times each FOIA exemption used (counting each exemption once per request):

(b)(1) **0**          (b)(6) **7**          (b)(7)(E) **2**

(b)(2) **2**          (b)(7)(A) **0**          (b)(7)(F) **0**

(b)(3) **0**          (b)(7)(B) **0**          (b)(8) **0**

(b)(4) **1**          (b)(7)(C) **0**          (b)(9) **0**

(b)(5) **1**          (b)(7)(D) **0**

4.  Other reasons for nondisclosure (total): __**16**___
   a.  no records _____**10**
   b.  referrals _____**0**
   c.  withdrawn _____**6**
   d.  fee-related _____**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**_____

VI.  Appeals of initial denials of FOIA/PA requests.  Again, include all access requests,

whether first-party or third-party.

A. Number of appeals.
   1. Number of appeals received during fiscal year: _____ **0**
   2. Number of appeals processed during fiscal year: _____ **0**

B. Disposition of appeals.
   1. Number completely upheld: _____ **0**
   2. Number partially reversed: _____ **0**
   3. Number completely reversed: _____ **0**
      a. number of times each FOIA exemption used (counting each exemption once per appeal):

   (b)(1) **0**              (b)(6) **0**              (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) **0**           (b)(9) **0**

   (b)(5) **0**              (b)(7)(D) **0**

   4. Other reasons for non-disclosure (total): _ **0** _____
      a. no records **0**
      b. referrals __ **0**
      c. withdrawn **0**
      d. fee-related **0**
      e. records not reasonably described **0**
      f. not a proper request/appeal 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 time for processing requests.

       1.  Simple Requests (report only if multi-track processing is used.  If not used, report as "N/A").

         a.  number of requests processed: _____**49**

         b.  median number of days to process: _____**12**

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

         a.  number of requests processed: _**0**____

         b. median number of days to process: _**0**____

       3.  Requests accorded expedited processing.

         a.  number of requests processed: _**0**____

         b. median number of days to process: __**0**___

    B.  Status of pending requests (bureaus using multiple tracks may provide number for each track, as well as total).

       1.  Number of requests pending at end of FY 2001: _____**24**
          (Enter this number from line V.A.4.)

       2.  Median number of days that such requests were pending as of that date: _____**75**

VIII.  Comparisons with Previous Years (Not required).

IX.  Costs/FOIA Staffing.

    A.  Staffing levels.

    **1.**  Number of full time FOIA personnel: __**2/3** of 1- FTE___ , ( **This position was vacant for 4 months of this process reporting period which increases the total number of days for processing requests. The position is presently staffed with a full-time FTE and would expect to reduce the backlog of the requests, and also reduce the number of days for processing of the FOIA requests.)**

2. Number of personnel with part-time or occasional FOIA duties
(in total work-years): ____ **.05** of **1** FTE_____

3. Total number of personnel (in work-years):_____ **.72** of **1** FTE total._____


B. Total costs (staff and resources combined).
   1. FOIA processing (including appeals):  $ **1239.65**_____
   2. Litigation-related activities (estimated):  $ __**0**___
   3. Total Costs:  $ **1239.65**_____

   4. Comparison with previous years.  (Not required).

      C. Statement of additional resources needed for FOIA compliance. (If no statement needed, enter "N/A")

**During the processing period , the personnel were required to perform "other" duties and this took devoted time away from the processing of the requests.  It is anticipated that the FOIA program, with the addition of a full time FTE , will be able to respond to the requests in a more timely manner.**


X.    Fees.

   A. Total fees collected FY 2001 **$44.11**

   B. Percentage of total costs:  **3.55%**


XI.   FOIA Regulations.  (Not for bureaus.)