

1998

ATTACHMENT A

II. How to Make a FOIA Request

Provide a brief description of the component's response-time ranges.

The response time for the Freedom of Information Act and Privacy Act (FOIA/PA) requests by the United States National Central Bureau (USNCB) - Interpol has been greatly reduced by the installation of the tracking system established by our General Counsel Office upon the arrival of the new FOIA Specialist in July of 1998. The times range from forty-two (42) days for a complex request, and 9 days for a simple request.

IV. Exemption 3 Statutes

A. List of Exemption 3 statutes relied on by component during reporting fiscal year.

1. Brief description of type(s) of information withheld under each statute, with special attention to statutes that are particular to an individual component.

Not applicable to Interpol.

2. Statement of whether a court has upheld the use of each statute. If so, then cite example.

Not applicable to Interpol.

ATTACHMENT B

V. Initial FOIA/PA Access Requests

A. Number of initial requests.

Total of the numbers in Lines 1 and 2, minus the number in Line 3, should equal the number in Line 4. This should include all access requests, whether first-party or third-party.

1. Number of requests pending as of end of preceding fiscal year 51
2. Number of requests received during current fiscal year 304
3. Number of requests processed during current fiscal year 329
4. Number of requests pending as of end of current fiscal year 26
(Enter this number also in Line VII.B.1.)

B. Disposition of initial requests.

1. Number of total grants 43
2. Number of partial grants 26
3. Number of denials 51
- a. number of times each FOIA exemption used
(counting each exemption once per request)
 - (1) Exemption 1 0
 - (2) Exemption 2 13
 - (3) Exemption 3 0
 - (4) Exemption 4 0
 - (5) Exemption 5 0
 - (6) Exemption 6 46
 - (7) Exemption 7(A) 8
 - (8) Exemption 7(B) 0
 - (9) Exemption 7(C) 77
 - (10) Exemption 7(D) 21
 - (11) Exemption 7(E) 5
 - (12) Exemption 7(F) 1

ATTACHMENT B

(13) Exemption 8 0

(14) Exemption 9 0

4. Other reasons for nondisclosure (total) 186

a. No records 140

b. Referrals 12

c. Request withdrawn 0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 3

g. Not an agency record 0

h. Duplicate request 2

i. Other (specify) 29 Failure to Comply

VI. Appeals of Initial Denials of FOIA/PA Requests

This should include all access requests, whether first-party or third-party.

A. Numbers of appeals.

1. Number of appeals received during fiscal year _____

2. Number of appeals processed during fiscal year _____

B. Disposition of appeals.

1. Number completely upheld _____

2. Number partially reversed _____

3. Number completely reversed _____

a. Number of times each FOIA exemption used
(counting each exemption once per appeal)

(1) Exemption 1 _____

(2) Exemption 2 _____

(3) Exemption 3 _____

(4) Exemption 4 _____

(5) Exemption 5 _____

(6) Exemption 6 _____

(7) Exemption 7(A) _____

(8) Exemption 7(B) _____

(9) Exemption 7(C) _____

(10) Exemption 7(D) _____

(11) Exemption 7(E) _____

(12) Exemption 7(F) _____

(13) Exemption 8 _____

(14) Exemption 9 _____

ATTACHMENT C

4. Other reasons for nondisclosure (total) _____

- a. No records _____
- b. Referrals _____
- c. Request withdrawn _____
- d. Fee-related reason _____
- e. Records not reasonably described _____
- f. Not a proper FOIA request for some other reason _____
- g. Not an agency record _____
- h. Duplicate request _____
- i. Other (specify) _____

ATTACHMENT D

VII. Compliance with Time Limits/Status of Pending Requests

Count days from the time at which a request is "perfected."

Separately report each track of a multi-track system, as well as an "expedited processing" track, and may report any other type of request at component option.

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

1. Simple requests (if multiple tracks used).

a. Number of requests processed 268

b. Median number of days to process 9

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

a. Number of requests processed 35

b. Median number of days to process 42

3. Requests accorded expedited processing.

a. Number of requests processed 0

b. Median number of days to process 0

B. Status of pending requests.

Components using multiple tracks may provide numbers for each track, as well as totals.

1. Number of requests pending as of end of current fiscal year 26
(Enter this number from Line V.A.4.)

2. Median number of days that such requests were pending as of that date 8

Examples for calculation of median:

Given 7 requests completed during the fiscal year, aged 10, 25, 35, 65, 75, 80, and 400 days from date of perfection to date of completion, the total number of requests completed during the fiscal year would be 7 and the median age of the completed requests would be 65 days.

If there were 6 pending cases aged 10, 20, 30, 50, 120, and 200 days from date of perfection to date of completion, the total number of requests completed would be 6 and the median age would be 40 days (the average of the 2 middle numbers)

ATTACHMENT E

VIII. Comparisons with Previous Year(s) (Optional)

State comparisons both in total numbers and in percentage of change.

(Note that the component's report for 1997 covers a partial calendar year.)

- A. Comparison of numbers of requests received _____
- B. Comparison of numbers of requests processed _____
- C. Comparison of median numbers of days requests were pending as of end of fiscal year _____
- D. Other statistics significant to component _____
- E. Other narrative statements describing component efforts to improve timeliness of FOIA performance and to make records available to the public (e.g., backlog-reduction efforts; specification of average number of hours per processed request; training activities; public availability of new categories of records) _____

ATTACHMENT F

IX. Costs/FOIA Staffing

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)
1
- 3. Total number of personnel (in work-years)
2

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

- 1. FOIA processing (including appeals) 0
- 2. Litigation-related activities (estimated) 0
- 3. Total costs \$79,0000
- 4. Comparison with previous year(s) (including percentage of change) (optional) _____

C. Statement of additional resources needed for FOIA compliance (optional) _____

X. Fees

Includes charges for search, review, document duplication, and any other direct costs permitted under agency regulations.

- A. Total amount of fees collected by component for processing requests 0
- B. Percentage of total costs 0