II. How to Make a FOIA Request

Provide a brief description of the component's response-time ranges.
The time frame ranges from approximately thirty-five (35) days for the more complex
requests to approximately five (5) days for the simple requests.

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
   2. Statement of whether a court has upheld the use of each statute. If so, then
   cite example. If not, write "None."
   Not applicable

Please answer listing the information using the following chart format.

Statute/Rule	Type of Information Withheld	Case Citation
(List Exemption 3 statute relied on)	(Provide brief description of types of information withheld.)	(Cite court case which upheld the statute. If not upheld, write "None.")

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   0

    2. Number of requests received during current fiscal year   277

    3. Number of requests processed during current fiscal year   276

    4. Number of requests pending as of end of current fiscal year   1
        (Enter this number also in Line VII.B.1.)

B. Disposition of initial requests.

    1. Number of total grants   16

    2. Number of partial grants   41

    3. Number of denials   8

        a. number of times each FOIA exemption used
           (counting each exemption once per request)

           (1) Exemption 1   0

           (2) Exemption 2   29

           (3) Exemption 3   0

           (4) Exemption 4   0

           (5) Exemption 5   1

           (6) Exemption 6   6

           (7) Exemption 7(A)   17

           (8) Exemption 7(B)   0

           (9) Exemption 7(C)   37

           (10) Exemption 7(D)   35

           (11) Exemption 7(E)   19

           (12) Exemption 7(F)   0

        (13) Exemption 8   0

        (14) Exemption 9   0

4. Other reasons for nondisclosure (total)   3

    a. No records   126

    b. Referrals   6

    c. Request withdrawn   0

    d. Fee-related reason   0

    e. Records not reasonably described   2

    f. Not a proper FOIA request for some other reason   5

    g. Not an agency record   0

    h. Duplicate request   2

    i. Other (specify)   67 Failure to Comply

VII. Compliance with Time Limits/Status of Pending Requests

Using "working days," 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. A component may report any other type of request at its option.

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

    1. Simple requests (if multiple tracks used).

        a. Number of requests processed   __235__

        b. Median number of days to process __5__

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

        a. Number of requests processed   __41__

        b. Median number of days to process __35__

    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   __1__
       (Enter this number from Line V.A.4.)

    2. Median number of days that such requests were pending as of that date   __1__

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)

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

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

(Note that the annual report for 1997 covers a partial calendar year, so any comparison should begin with fiscal year 1998.)

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) _____

IX. Costs/FOIA Staffing

Components such as EOUSA, Tax, and Civil should include attorneys who handle FOIA Litigation in court.

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)
    ____0_____

    3. Total number of personnel (in work-years)
    ____1_____

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

    1. FOIA processing (including appeals) _$45,900_

    2. Litigation-related activities (estimated) ___0___ *

    3. Total costs _$45,900_____

    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 cost permitted under agency regulations.

A. Total amount of fees collected by component for processing requests _$23.40_____

B. Percentage of total costs _____100 %___

*Includes such litigation-related activities as writing declarations, Vaughn indexes, briefs, and letters, and meetings, depositions, conferences, telephone calls, etc.