

FREEDOM OF INFORMATION ACT ANNUAL REPORT

FOIA Data Submission Form for DHS Components

Fiscal Year 2003

(Oct. 1, 2002-Sept. 30, 2003)

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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.

I. and II - A. (Not for bureaus.)

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

The response time for FOIA requests ranged from 3 days to 1850 days.

C. Brief description why some requests are not granted.

The most common reasons why requests for records could not be granted are (1) no responsive records were located, and (2) requesters did not satisfy all requirements to make a “perfect” FOIA request.

III. Definition of terms and acronyms used in this report.

A. List your agency-specific acronyms or terms.

USSS - United States Secret Service

B. Basic Terms (This has already been done by the Department of Justice (DOJ).)

IV. Exemption 3 Statutes.

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

The types of information withheld under Rule 6(E) of the Federal Rules of Criminal Procedures (Grand Jury Material)
 Title III, 18 USC 2510-2550 (Intercepted Communications Wiretaps)

V. FOIA/PA Access Requests. Include all access requests, whether first-party or third-party.

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.

1. Number of requests pending as of end of preceding fiscal year (**FY02**): 568
2. Number of requests received during current reporting period: 1120
3. Number of requests processed during current reporting period: 811
4. Number of requests pending at the end of current reporting period: 877

B. Disposition of initial requests.

1. Number of total grants: 33
2. Number of partial grants: 178
3. Number of denials: 31

Number of times each FOIA exemption used

(b)(1) <u>2</u>	(b)(6) <u>42</u>	(b)(7)(E) <u>78</u>
(b)(2) <u>102</u>	(b)(7)(A) <u>3</u>	(b)(7)(F) <u>5</u>
(b)(3) <u>17</u>	(b)(7)(B) <u>0</u>	(b)(8) <u>0</u>
(b)(4) <u>1</u>	(b)(7)(C) <u>168</u>	(b)(9) <u>0</u>
(b)(5) <u>27</u>	(b)(7)(D) <u>34</u>	

4. Other reasons for nondisclosure (total): 559
 - a. no records 197 (no records found that were responsive to the request)
 - b. referrals (a request forwarded, in total, to another Treasury bureau or another agency for response)
 - c. withdrawn 5 (requester withdrew the request)
 - d. fee-related 53 (nonpayment of estimated fees, or previously owed fees)
 - e. records not reasonably described 4 (requests which do not adequately describe the records sought)
 - f. not a proper FOIA request for some other reason 137 (for example, requester sought answers to questions)
 - g. not an agency record 10 (not the type of record maintained by Treasury)
 - h. duplicate request (more than one request from the same requester which was received by the agency or forwarded from other sources)
 - i. other (specify): administratively closed (Items D through F) 153

VI. Appeals of initial denials of FOIA/PA requests. Again, include all access requests, whether *First-party*--a request for one's own personal records or *Third-party*--all other requests.

A. Number of appeals.

1. Number of appeals received during the current reporting period: 30
2. Number of appeals processed (closed) during the current reporting period: 46

B. Disposition of appeals.

1. Number completely upheld: 41 (requester's appeal denied)
2. Number partially reversed: 3 (requester's appeal partially granted and partially denied)
3. Number completely reversed: 2 (requester's appeal granted)

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

(b)(1) _____	(b)(6) _____	(b)(7)(E) <u>3</u>
(b)(2) <u>3</u>	(b)(7)(A) _____	(b)(7)(F) _____
(b)(3) _____	(b)(7)(B) _____	(b)(8) _____
(b)(4) <u>1</u>	(b)(7)(C) <u>3</u>	(b)(9) _____
(b)(5) <u>3</u>	(b)(7)(D) <u> </u>	

4. Other reasons for non-disclosure (total): 35
(Remember, this pertains to appeals and therefore the numbers reported will most likely be low to zero.)
 - a. no records 15 (no records found that were responsive to the request)
 - b. referrals _____ (a request forwarded in total, to another Treasury bureau or another agency for response)
 - c. withdrawn _____ (requester withdrew the request)
 - d. fee-related 1 (nonpayment of estimated fees, or previously owed fees)
 - e. records not reasonably described _____ (requests which do not adequately describe the records sought)
 - f. not a proper request/appeal for some other reason 18 (for example, requester sought answers to questions)
 - g. not an agency record _____ (not the type of record maintained by Treasury)
 - h. duplicate request _____ (more than one request from the same requester, which was received by the agency or forwarded from other sources)

- i. other (specify) 1 (information previously released to same requester)

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"). **Multi-track processing is used. However, the Secret Service's FOI/PA request tracking system was not designed to report on information needed for this section.**

- a. Number of "simple requests" processed (closed): N/A
 b. Median number of days to process "simple requests": N/A

2. Complex Requests

- a. Number of "complex requests" processed (closed): 811
 a. Median number of days to process "complex requests": 138

3. Requests accorded expedited processing.

- b. number of expedited requests received: 7
 c. number of expedited requests processed (closed): 0
 c. median number of days to process expedited requests: 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 current reporting period: 877
 2. Median number of days that such requests were pending as of that date: 133

VII. Comparisons with Previous Years (Not required).

VIII. Costs/FOIA Staffing.

A. Staffing levels.

1. Number of full-time FOIA personnel: 13
 2. Number of personnel with part-time or occasional FOIA duties: 1.72
 3. Total number of personnel (in work-years) 14.72

B. Total costs (staff and resources combined).

1. FOIA processing (including appeals): \$ 1,201,643.53

2. Litigation-related activities (estimated): \$ 60,000.00
3. Total Costs: \$ 1,261,643.53
4. Comparison with previous years. (Not required).

X. Fees.

- A. Total fees collected FY 2002: \$ 615.75
- B. Percentage of total costs: 0%

XI. FOIA Regulations (Not for bureaus.)