

**Central Intelligence Agency**  
**Freedom of Information Act Annual Report**  
**FISCAL YEAR 2008**

**I. BASIC INFORMATION REGARDING REPORT**

1. Name, title, address, and telephone number of person(s) to be contacted with questions about the Report.

Delores M. Nelson  
Information and Privacy Coordinator  
Central Intelligence Agency  
Washington D.C. 20505  
(703) 613-1287

2. Electronic link for access to the Report on the agency Web site.

<http://www.foia.cia.gov>

3. How to obtain a copy of the Report in paper form.

Write to the above address.

**II. HOW TO MAKE A FOIA REQUEST**

1. An individual may make a request for records under the Freedom of Information Act by sending a request to:

FOIA Requester Service Center  
Central Intelligence Agency  
Washington, D.C. 20505

Alternatively, one may send a request via facsimile to  
703-613-3007. We cannot accept FOIA requests via electronic mail.

The mailing address above is the proper office within CIA to receive FOIA requests. Any CIA component receiving what purports to be a request for information under the FOIA will forward that request to this address.

2. Provide a brief description of why some requests are not granted and an overview of certain general categories of the agency's records to which the FOIA exemptions apply.

CIA consistently protects, among other things, classified national security information, information relating to intelligence sources and methods, and organizational information from release under the FOIA.

### III. ACRONYMS, DEFINITIONS, AND EXEMPTIONS

1. Provide any agency-specific acronyms or terms used in this Report.

**CADRE** - CIA Automated Declassification and Release Environment. A new case management system, deployed in early 2008, used to process FOIA and PA cases.

2. Include the following definitions of terms used in this Report:

- a. **Administrative Appeal** – a request to a federal agency asking that it review at a higher administrative level a FOIA determination made by the agency at the initial request level.
- b. **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.
- c. **Backlog** – the number of requests or administrative appeals that are pending at an agency at the end of the fiscal year that are beyond the statutory time period for a response.
- d. **Component** – for agencies that process requests on a decentralized basis, a “component” is an entity, also sometimes referred to as an Office, Division, Bureau, Center, or Directorate, within the agency that processes FOIA requests. The FOIA now requires that agencies include in their Annual FOIA Report data for both the agency overall and for each principal component of the agency.
- e. **Consultation** – the procedure whereby the agency responding to a FOIA request first forwards a record to another agency for its review because that other agency has an interest in the document. Once the agency in receipt of the consultation finishes its review of the record, it responds back to the agency that forwarded it. That agency, in turn, will then respond to the FOIA requester.

- f. **Exemption 3 Statute** – a federal statute that exempts information from disclosure and which the agency relies on to withhold information under subsection (b)(3) of the FOIA.
- g. **FOIA Request** – a FOIA request is generally a request to a federal agency for access to records concerning another person (i.e., a “third-party” request), or concerning an organization, or a particular topic of interest. FOIA requests also include requests made by requesters seeking records concerning themselves (i.e., “first-party” requests) when those requesters are not subject to the Privacy Act, such as non-U.S. citizens. Moreover, because all first-party requesters should be afforded the benefit of both the access provisions of the FOIA as well as those of the Privacy Act, FOIA requests also include any first-party requests where an agency determines that it must search beyond its Privacy Act “systems of records” or where a Privacy Act exemption applies, and the agency looks to FOIA to afford the greatest possible access. All requests which require the agency to utilize the FOIA in responding to the requester are included in this Report.

Additionally, a FOIA request includes records referred to the agency for processing and direct response to the requester. It does not, however, include records for which the agency has received a consultation from another agency. (Consultations are reported separately in Section XII of this Report.)

- h. **Full Grant** – an agency decision to disclose all records in full in response to a FOIA request.
- i. **Full Denial** – an agency decision not to release any records in response to a FOIA request because the records are exempt in their entireties under one or more of the FOIA exemptions, or because of a procedural reason, such as when no records could be located.
- j. **Median Number** – the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.
- k. **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 granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.
  - i. **Expedited Processing** – an agency will process a FOIA request on an expedited basis when a requester

satisfies the requirements for expedited processing as set forth in the statute and in agency regulations.

- ii. **Simple Request** – a FOIA request that an agency using multi-track processing places in its fastest (non-expedited) track based on the low volume and/or simplicity of the records requested.
  - iii. **Complex Request** – a FOIA request that an agency using multi-track processing places in a slower track based on the high volume and/or complexity of the records requested.
- l. **Partial Grant/Partial Denial** – in response to a FOIA request, an agency decision to disclose portions of the records and to withhold other portions that are exempt under the FOIA, or to otherwise deny a portion of the request for a procedural reason.
  - m. **Pending Request or Pending Administrative Appeal** – a request or administrative appeal for which an agency has not taken final action in all respects.
  - n. **Perfected Request** – a request for records which reasonably describes such records and is made in accordance with published rules stating the time, place, fees (if any) and procedures to be followed.
  - o. **Processed Request or Processed Administrative Appeal** – a request or administrative appeal for which an agency has taken final action in all respects.
  - p. **Range in Number of Days** – the lowest and highest number of days to process requests or administrative appeals.
  - q. **Time Limits** – the time period in the statute for an agency to respond to a FOIA request (ordinarily twenty working days from receipt of a perfected FOIA request).
3. Include the following concise descriptions of the nine FOIA exemptions:
- a. **Exemption 1:** classified national defense and foreign relations information
  - b. **Exemption 2:** internal agency rules and practices
  - c. **Exemption 3:** information that is prohibited from disclosure by another federal law

- d. **Exemption 4:** trade secrets and other confidential business information
- e. **Exemption 5:** inter-agency or intra-agency communications that are protected by legal privileges
- f. **Exemption 6:** information involving matters of personal privacy
- g. **Exemption 7:** records or information compiled for law enforcement purposes, to the extent that the production of those records (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions, or (F) could reasonably be expected to endanger the life or physical safety of any individual
- h. **Exemption 8:** information relating to the supervision of financial institutions
- i. **Exemption 9:** geological information on wells

#### IV. EXEMPTION 3 STATUTES

##### A. Exemption 3 Statutes Relied upon to Withhold Information

1. List all Exemption 3 statutes relied upon to withhold information and the number of times they were relied upon. For each request, report all statutes relied upon; however, count each statute only once per request.
2. Provide a brief description of the types of information withheld under each statute.
3. Indicate whether a court has upheld the use of the statute by providing a citation to a court decision.

Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency
Section 6 of the CIA Act of 1949	Protection from disclosure of intelligence sources and methods, as well as organization, functions, names, official titles, salaries or numbers of personnel employed by CIA	<u>Halperin v. CIA</u> , 629 F.2d 144 (D.C. Cir. 1980); <u>Minier v. CIA</u> , 88 F.3d 796 (9th Cir. 1996)	863	863

## V. FOIA REQUESTS

- For charts in Section V, include all “purported” FOIA requests, both perfected and non-perfected. Non-perfected requests are further reflected in various columns in Chart V, B (1) below.

### A. Received, Processed and Pending FOIA Requests

1. Provide the numbers of received, processed, and pending requests as described in Columns 1 through 4.
2. The number in Column 1 must match the number of “Requests Pending as of End of Fiscal Year” from last year’s Annual FOIA Report.
3. The sum of Columns 1 and 2 minus the number in Column 3 must equal the number in Column 4.

	Column 1	Column 2	Column 3	Column 4
	<b>Number of Requests Pending as of Start of Fiscal Year</b>	<b>Number of Requests Received in Fiscal Year</b>	<b>Number of Requests Processed in Fiscal Year</b>	<b>Number of Requests Pending as of End of Fiscal Year</b>
AGENCY	703*	1,935	1,698	940

\*Excludes Privacy Act requests counted last year but no longer included in the annual reports.

B. (1) Disposition of FOIA Requests – All Processed Requests

1. Provide the number of request dispositions as described in the columns below. Select only one column to report each request.
2. Report a request in one of the nine “Full Denial Based on Reasons Other than Exemptions” columns only if the request cannot be counted in one of the first three columns.
3. The numbers in the “Total” Column on the right must match the numbers in Section V, A, Column 3 (“Number of Requests Processed in Fiscal Year”).

	Number of Full Grants	Number of Partial Grants/ Partial Denials	Number of Full Denials Based on Exemptions	Number of Full Denials Based on Reasons Other than Exemptions									TOTAL
				No Records	All Records Referred to Another Component or Agency	Request Withdrawn	Fee-Related Reason	Records not Reasonably Described	Improper FOIA Request for Other Reason	Not Agency Record	Duplicate Request	Other *Explain in chart below	
AGENCY	237	532	388	111	53	2	1	15	290	0	0	69	1,698



B. (2) Disposition of FOIA Requests – “Other” Reasons for “Full Denials Based on Reasons Other than Exemptions” from Section V, B (1) Chart

1. If you utilized the “Other” column in Section V, B (1), provide below descriptions of the “other” reasons for full denials and the number of times each reason was relied upon. (The numbers in the “Total” column must match the numbers in the “Other” column from Section V, B (1).)

Component	Description of “Other” Reasons for Denials from Chart B (1) & Number of Times Those Reasons Were Relied upon	TOTAL
AGENCY	No records available; early appeal; lost; deferred	69

B. (3) Disposition of FOIA Requests – Number of Times Exemptions Applied

1. For each request, report all exemptions applied; however, count each exemption only once per request. Example: Given a request in which Exemption 2 applies to one portion of the request, Exemption 5 applies to three portions of the request, and Exemption 6 applies to eight portions of the request, count Exemptions 2, 5, and 6 once each. Do not count Exemption 5 three times and Exemption 6 eight times.

	Ex.1	Ex. 2	Ex. 3	Ex. 4	Ex. 5	Ex. 6	Ex. 7(A)	Ex. 7(B)	Ex. 7(C)	Ex. 7(D)	Ex. 7(E)	Ex. 7(F)	Ex.8	Ex. 9
AGENCY	903	27	863	1	11	56	1	0	5	0	2	0	0	0

**VI. ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS**

- If more than one component in the agency adjudicates administrative appeals, provide information for each appellate component, as well as for the agency overall.

A. Received, Processed and Pending Administrative Appeals

1. Provide the number of administrative appeals received, processed, and pending as described in Columns 1 through 4.
2. The sum of Columns 1 and 2 minus the number in Column 3 must equal the number in Column 4.
3. Starting with Fiscal Year 2009, the number in Column 1 must match the number of “Appeals Pending as of End of Fiscal Year” from the previous year’s Annual FOIA Report.

Column 1	Column 2	Column 3	Column 4
<b>Number of Appeals Pending as of Start of Fiscal Year</b>	<b>Number of Appeals Received in Fiscal Year</b>	<b>Number of Appeals Processed in Fiscal Year</b>	<b>Number of Appeals Pending as of End of Fiscal Year</b>
138*	115	101	152

\*Implementation of a new case management system, CIA Automated Declassification and Release Environment (CADRE), lengthened processing time, which significantly impacted the ability to meet the Backlog Reduction Goals.

B. Disposition of Administrative Appeals – All Processed Appeals

1. Provide the number of administrative appeal adjudications as described in the columns below. (The number in the “Total” column must match the number in Section VI, A, Column 3 (“Number of Appeals Processed in Fiscal Year”).
  - a. In the “Number of Appeals Closed for Other Reasons” column, report the number of appeals which neither affirmed nor reversed/remanded (either entirely or partially) the FOIA request determination, but rather those which the agency closed for other reasons, (e.g., the request was in litigation, the appeal was a duplicate appeal, the appeal was premature, etc.)

<b>Number Affirmed on Appeal</b>	<b>Number Partially Affirmed &amp; Partially Reversed/Remanded on Appeal</b>	<b>Number Completely Reversed/Remanded on Appeal</b>	<b>Number of Appeals Closed for Other Reasons</b>	<b>TOTAL</b>
58	21	1	21	101

C. (1) Reasons for Denial on Appeal – Number of Times Exemptions Applied

- Note: If an administrative appeal results in the denial of information based on exemptions and *also* based on a reason or reasons presented in Charts C (2) and C (3) below, report that appeal in all applicable charts.

1. For each administrative appeal, report all exemptions applied; however, count each exemption only once per appeal.

<b>Ex. 1</b>	<b>Ex.2</b>	<b>Ex. 3</b>	<b>Ex. 4</b>	<b>Ex. 5</b>	<b>Ex. 6</b>	<b>Ex. 7(A)</b>	<b>Ex. 7(B)</b>	<b>Ex. 7(C)</b>	<b>Ex. 7(D)</b>	<b>Ex. 7(E)</b>	<b>Ex. 7(F)</b>	<b>Ex. 8</b>	<b>Ex. 9</b>
70	4	73	0	3	6	0	0	1	0	0	0	0	0

C. (2) Reasons for Denial on Appeal – Reasons Other than Exemptions

1. Provide the number of administrative appeals resulting in denial for reasons other than exemptions, as described in the eleven columns below.

<b>No Records</b>	<b>Records Referred at Initial Request Level</b>	<b>Request Withdrawn</b>	<b>Fee-Related Reason</b>	<b>Records not Reasonably Described</b>	<b>Improper Request for Other Reasons</b>	<b>Not Agency Record</b>	<b>Duplicate Request or Appeal</b>	<b>Request in Litigation</b>	<b>Appeal Based Solely on Denial of Request for Expedited Processing</b>	<b>Other *Explain in chart below</b>
10	N/A**	0	0	0	N/A*	0	0	0	N/A*	11

\*CIA’s Automated Declassification and Release Environment (CADRE) system is not configured to collect this data; however, system modifications will be implemented before the 2009 Annual FOIA Report due date.

\*\*Data not collected.

C. (3) Reasons for Denial on Appeal – “Other” Reasons from Section VI, C (2) Chart

1. If you utilized the “Other” column in Section VI, C (2), provide below descriptions of the “other” reasons and the number of times each reason was relied upon. (The numbers in the “Total” column must match the numbers in the “Other” column from Section VI, C (2).)

<b>Description of “Other” Reasons for Denial on Appeal from Chart C (2) &amp; Number of Times Those Reasons Were Relied upon</b>	<b>TOTAL</b>
Case Cancelled	11

C. (4) Response Time for Administrative Appeals

1. Provide the median, average, and range in number of days to respond to administrative appeals.

<b>Median Number of Days</b>	<b>Average Number of Days</b>	<b>Lowest Number of Days</b>	<b>Highest Number of Days</b>
161	523	0	6,433

C. (5) Ten Oldest Pending Administrative Appeals

1. Provide the dates of receipt of the ten oldest pending administrative appeals, and the number of days pending.

	10 <sup>th</sup> Oldest Appeal	9 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>	6 <sup>th</sup>	5 <sup>th</sup>	4 <sup>th</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	Oldest Appeal
<b>Date of Receipt of Ten Oldest Appeals</b>	11/10/99	10/19/99	10/27/98	9/8/98	12/1/95	11/29/95	7/10/95	4/26/95	7/6/94	3/1/93
<b>Number of Days Pending</b>	3,371	3,393	3,751	3,799	4,812	4,814	4,956	5,031	5,235	5,817

**VII. FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS**

- For charts in Section VII, include response times for only perfected requests. Begin counting days from the date of receipt of the perfected request.
- If using a multi-track processing system, report response times separately for each track, (as exemplified in the charts in this Section). If not using a multi-track processing system, at a minimum, report separately requests which have been granted expedited processing.
- Note: Chart A must reflect the response times for *all* processed perfected requests. Chart B is a sub-set of Chart A and must reflect the response times only for those perfected requests in which information was *granted*, either in full or in part.

A. Processed Requests – Response Time for All Processed Perfected Requests

1. Provide the median, average and range in number of days to process all perfected requests.

	SIMPLE				COMPLEX				EXPEDITED PROCESSING			
	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
<b>AGENCY</b>	28	59	0	1,440**	68	179	1	4,514	N/A*	N/A*	N/A*	N/A*

\*CIA’s CADRE system is not configured to collect this data; however, system modifications will be implemented before the 2009 Annual FOIA Report due date.

\*\*Indicates case that was cross-referenced to a complex case.

B. Processed Requests – Response Time for Perfected Requests in Which Information Was Granted

1. Provide the median, average and range in number of days to process all perfected requests in which information was granted. (“Granted” refers to full grants and partial grants.)

	SIMPLE				COMPLEX				EXPEDITED PROCESSING			
	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
<b>AGENCY</b>	33	89	4	1,338**	57	159	7	4,514	N/A*	N/A*	N/A*	N/A*

\*CIA’s CADRE system is not configured to collect this data; however, system modifications will be implemented before the 2009 Annual FOIA Report due date.

\*\*Indicates case that was cross-referenced to a complex case.



C. Processed Requests – Response Time in Day Increments

1. Provide the number of perfected requests processed in each of the thirteen designated time increments (i.e., report the number of requests processed within 20 days in the first column, the number processed within 21-40 days in the second column, etc.)
  - a. If using a multi-track system, create separate charts as presented below to report the information for each track. If not using a multi-track system, at a minimum create a separate chart for requests which have been granted expedited processing.
  - b. Insert the sum of the thirteen columns in the “Total” column to reflect the total number of requests processed for each of the tracks.

**Simple Requests**

	<b>1-20 Days</b>	<b>21-40 Days</b>	<b>41-60 Days</b>	<b>61-80 Days</b>	<b>81-100 Days</b>	<b>101-120 Days</b>	<b>121-140 Days</b>	<b>141-160 Days</b>	<b>161-180 Days</b>	<b>181-200 Days</b>	<b>201-300 Days</b>	<b>301-400 Days</b>	<b>401+ Days</b>	<b>TOTAL</b>
<b>AGENCY</b>	274	200	84	68	35	30	8	9	4	4	15	5	15	751

### Complex Requests

	<b>1-20 Days</b>	<b>21-40 Days</b>	<b>41-60 Days</b>	<b>61-80 Days</b>	<b>81-100 Days</b>	<b>101-120 Days</b>	<b>121-140 Days</b>	<b>141-160 Days</b>	<b>161-180 Days</b>	<b>181-200 Days</b>	<b>201-300 Days</b>	<b>301-400 Days</b>	<b>401+ Days</b>	<b>TOTAL</b>
<b>AGENCY</b>	258	73	102	98	69	61	42	31	25	17	53	27	91	947

**Requests Granted Expedited Processing**

	<b>1-20 Days</b>	<b>21-40 Days</b>	<b>41-60 Days</b>	<b>61-80 Days</b>	<b>81-100 Days</b>	<b>101-120 Days</b>	<b>121-140 Days</b>	<b>141-160 Days</b>	<b>161-180 Days</b>	<b>181-200 Days</b>	<b>201-300 Days</b>	<b>301-400 Days</b>	<b>401+ Days</b>	<b>TOTAL</b>
<b>AGENCY</b>	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

\*CIA's CADRE system is not configured to collect this data; however, system modifications will be implemented before the 2009 Annual FOIA Report due date.

D. Pending Requests – All Pending Perfected Requests

1. Provide the number of perfected requests pending as of the end of the fiscal year, and the median and average number of days those requests had been pending. If an agency is unable to determine whether all of its pending requests are perfected, the agency must include all pending requests and include a footnote that it has done so.

	SIMPLE			COMPLEX			EXPEDITED PROCESSING		
	Number Pending	Median Number of Days	Average Number of Days	Number Pending	Median Number of Days	Average Number of Days	Number Pending	Median Number of Days	Average Number of Days
AGENCY	330	74	288	580	570	432	N/A*	N/A*	N/A*

\*CIA's CADRE system is not configured to collect this data; however, system modifications will be implemented before the 2009 Annual FOIA Report due date.

E. Pending Requests – Ten Oldest Pending Perfected Requests

1. Provide the dates of receipt of the ten oldest perfected requests pending as of the end of the fiscal year, and the number of days those requests had been pending.

	<b>10<sup>th</sup> Oldest Request and Number of Days Pending</b>	<b>9<sup>th</sup></b>	<b>8<sup>th</sup></b>	<b>7<sup>th</sup></b>	<b>6<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>4<sup>th</sup></b>	<b>3<sup>rd</sup></b>	<b>2<sup>nd</sup></b>	<b>Oldest Request and Number of Days Pending</b>
AGENCY	1/26/01 2,805	10/11/00 2,912	9/11/00 2,942	9/11/00 2,942	9/11/00 2,942	9/11/00 2,942	5/31/00 3,045	1/4/00 3,193	12/8/99 3,219	5/1/92 5,996

## VIII. REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER

- Section VIII now reflects new mandatory reporting requirements and is no longer an optional Section.
- Provide information for adjudicated requests for expedited processing or adjudicated requests for a fee waiver, i.e., requests for expedited processing or requests for a fee waiver which were granted or denied. Do not include requests for expedited processing or requests for a fee waiver which became moot for various reasons and, as a result, were neither granted nor denied.

### A. Requests for Expedited Processing

1. Include requests for expedited processing made both at the initial request level and, when applicable, at the administrative appeal level.
2. Calculating days: Count only the days spent adjudicating the request for expedited processing. Count calendar days, not working days.
3. Note: The response time portion of this new reporting requirement captures the time taken to decide whether to grant or deny a request for expedited processing. This does not cover the FOIA requests which have already been granted expedited status, placed in the “expedited processing” track, and reported elsewhere in this Report. Rather, this new requirement reflects the time taken to make a determination (i.e., adjudicate) whether a request for expedited processing should be granted or denied. The FOIA requires agencies to determine within ten calendar days whether a request satisfies the standards for expedited processing.

	<b>Number Granted</b>	<b>Number Denied</b>	<b>Median Number of Days to Adjudicate</b>	<b>Average Number of Days to Adjudicate</b>	<b>Number Adjudicated Within Ten Calendar Days</b>
<b>AGENCY</b>	7	N/A*	N/A*	N/A*	N/A*

\*CIA’s CADRE system is not configured to collect this data; however, system modifications will be implemented before the 2009 Annual FOIA Report due date.

B. Requests for Fee Waiver

1. Include requests for a waiver of fees made both at the initial request level and, when applicable, at the administrative appeal level.
2. Calculating days: Count only the days spent adjudicating the fee waiver request. Count working days. Do not include additional days that may precede consideration of the fee waiver request, e.g., days the request waits in a processing queue, processing time which precedes commencement of adjudication of fee waiver request, etc.

	<b>Number Granted</b>	<b>Number Denied</b>	<b>Median Number of Days to Adjudicate</b>	<b>Average Number of Days to Adjudicate</b>
AGENCY	42	857	N/A*	N/A*

\*CIA's CADRE system is not configured to collect this data; however, system modifications will be implemented before the 2009 Annual FOIA Report due date.

**IX. FOIA PERSONNEL AND COSTS**

- Provide the number of “Full-Time FOIA Staff” by adding the number of “Full-Time FOIA Employees” and the number of “Equivalent Full-Time FOIA Employees,” as described below. Also provide costs expended by the agency both for processing and litigating FOIA requests.

	Column 1	Column 2				
	<b>PERSONNEL</b>			<b>COSTS</b>		
	<b>Number of “Full-Time FOIA Employees”</b>	<b>Number of “Equivalent Full-Time FOIA Employees”</b>	<b>Total Number of “Full-Time FOIA Staff”</b>  (The sum of Columns 1 & 2)	<b>Processing Costs</b>  (At initial request and appeal levels)	<b>Litigation-Related Costs</b>	<b>Total Costs</b>
<b>AGENCY</b>	12	39.4	51.4	\$9.9 million	\$1.41 million	\$11.31 million



**X. FEES COLLECTED FOR PROCESSING REQUESTS**

- Report the dollar amount of fees collected from FOIA requesters for processing their requests. Also report the percentage of total processing costs (from the “Processing Costs” column in the Section IX chart) that those fees represent. In calculating the amount of fees collected, include fees received from a FOIA requester for search, review, document duplication, and any other direct costs permitted by agency regulations.

	<b>Total Amount of Fees Collected</b>	<b>Percentage of Total Costs</b>
<b>AGENCY</b>	\$759.60	Less than 1%

**XI. FOIA REGULATIONS**

- Agencies must provide an electronic link to their FOIA regulations, including their fee schedule.

<http://www.foia.cia.gov>

## XII. BACKLOGS, CONSULTATIONS, AND COMPARISONS

### A. Backlogs of FOIA Requests and Administrative Appeals

1. Provide below the number of FOIA requests and administrative appeals that were pending beyond the statutory time period as of the end of the fiscal year. (Such requests and appeals are considered “backlogged.”)
2. Note: The statutory time period is ordinarily twenty working days from receipt of a perfected request, see 5 U.S.C. § 552(a)(6)(A)(i), but may be extended up to ten additional working days when “unusual circumstances” are present, see id. § 552(a)(6)(B)(i).

	<b>Number of Backlogged Requests as of End of Fiscal Year</b>	<b>Number of Backlogged Appeals as of End of Fiscal Year</b>
AGENCY	940	152

3. The ability to reduce the backlog was impacted by implementation of a new case management system.

B. Consultations on FOIA Requests – Received, Processed, and Pending Consultations

- The consultation portions of the Annual Report require information about consultations received from other agencies, not sent to other agencies.
1. Provide the number of consultations received from other agencies, those processed, and those pending as described in Columns 1 through 4.
  2. The number in Column 1 must match the number of “Consultations Received from Other Agencies That Were End of the Fiscal Year” from last year’s Annual Report.
  3. The sum of Columns 1 and 2 minus the number in Column 3 must equal the number in Column 4.

	Column 1	Column 2	Column 3	Column 4
	<b>Number of Consultations Received from Other Agencies that Were <u>Pending</u> at Your Agency as of <u>Start</u> of the Fiscal Year</b>	<b>Number of Consultations <u>Received</u> from Other Agencies During the Fiscal Year</b>	<b>Number of Consultations Received from Other Agencies that Were <u>Processed</u> by Your Agency During the Fiscal Year</b>	<b>Number of Consultations Received from Other Agencies that Were <u>Pending</u> at Your Agency as of <u>End</u> of the Fiscal Year</b>
<b>AGENCY</b>	211*	828	707	332

\*Excludes Privacy Act requests counted last year but no longer included in the annual reports.

C. Consultations on FOIA Requests – Ten Oldest Consultations Received from Other Agencies and Pending at Your Agency

1. Provide the dates of receipt of the ten oldest consultations received from other agencies pending at your agency as of the end of the fiscal year.

	<b>10<sup>th</sup> Oldest Consultation and Number of Days Pending</b>	<b>9<sup>th</sup></b>	<b>8<sup>th</sup></b>	<b>7<sup>th</sup></b>	<b>6<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>4<sup>th</sup></b>	<b>3<sup>rd</sup></b>	<b>2<sup>nd</sup></b>	<b>Oldest Consultation and Number of Days Pending</b>
<b>AGENCY</b>	2/11/05 1,452	10/29/04 1,557	10/28/04 1,558	8/3/04 1,644	6/3/04 1,705	11/24/03 1,897	10/2/03 1,950	7/27/01 2,747	10/11/00 3,036	5/31/00 3,169

D. Comparison of Numbers of Requests from Previous and Current Annual Report – Requests Received, Processed, and Backlogged

1. Provide the number of requests received and the number of requests processed during the fiscal year from last year’s Annual Report and the number of those received and processed during the fiscal year from the current Annual Report.
2. The numbers in Columns 1 and 2 must match the “Number of Requests Received in Fiscal Year” from Section V, A of the Annual Report from last year and from this year respectively. The numbers in Columns 3 and 4 must match the “Number of Requests Processed in Fiscal Year” from Section V, A of the Annual Report from last year and from this year respectively.

	<b>NUMBER OF REQUESTS <u>RECEIVED</u></b>		<b>NUMBER OF REQUESTS <u>PROCESSED</u></b>	
	<b>Number Received During Fiscal Year from Last Year’s Annual Report</b>	<b>Number Received During Fiscal Year from Current Annual Report</b>	<b>Number Processed During Fiscal Year from Last Year’s Annual Report</b>	<b>Number Processed During Fiscal Year from Current Annual Report</b>
AGENCY	2,083*	1,935	2,184*	1,698

\*Excludes Privacy Act requests counted last year but no longer included in the annual reports.

3. Starting with the Annual Report for Fiscal Year 2009, provide the number of backlogged requests as of the end of the fiscal year from the previous Annual Report and the number of backlogged requests as of the end of the fiscal year from the current Annual Report.
  - a. The numbers in Columns 1 and 2 must match the “Number of Backlogged Requests as of End of Fiscal Year” from Section XII, A of the previous Annual Report and of the current Annual Report respectively.

	Column 1	Column 2
	<b>Number of Backlogged Requests as of End of the Fiscal Year from Previous Annual Report</b>	<b>Number of Backlogged Requests as of End of the Fiscal Year from Current Annual Report</b>
<b>AGENCY</b>	703*	940

\*Excludes Privacy Act requests counted last year but no longer included in the annual reports.

E. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report – Appeals Received, Processed, and Backlogged

1. Provide the number of administrative appeals received and the number of administrative appeals processed during the fiscal year from last year’s Annual Report and the number of those received and processed during the fiscal year from the current Annual Report.
2. The numbers in Columns 1 and 2 must match the “Number of Administrative Appeals Received in Fiscal Year” from Section VI, A of the Annual Report from last year and from this year respectively. The numbers in Columns 3 and 4 must match the “Number of Administrative Appeals Processed in Fiscal Year” from Section VI, A of the Annual Report from last year and from this year respectively.

Column 1

Column 2

Column 3

Column 4

	<b>NUMBER OF APPEALS <u>RECEIVED</u></b>		<b>NUMBER OF APPEALS <u>PROCESSED</u></b>	
	<b>Number Received During Fiscal Year from Last Year’s Annual Report</b>	<b>Number Received During Fiscal Year from Current Annual Report</b>	<b>Number Processed During Fiscal Year from Last Year’s Annual Report</b>	<b>Number Processed During Fiscal Year from Current Annual Report</b>
<b>AGENCY</b>	162*	115	167*	101

\*Excludes Privacy Act requests counted last year but no longer included in the annual reports.

3. Starting with the Annual Report for Fiscal Year 2009, provide the number of backlogged administrative appeals as of the end of the fiscal year from the previous Annual Report and the number of backlogged administrative appeals as of the end of the fiscal year from the current Annual Report.
  - a. The numbers in Columns 1 and 2 must match the “Number of Backlogged Appeals as of End of Fiscal Year” from Section XII, A of the previous Annual Report and of the current Annual Report respectively.

	Column 1	Column 2
	<b>Number of Backlogged Appeals as of End of the Fiscal Year from Previous Annual Report</b>	<b>Number of Backlogged Appeals as of End of the Fiscal Year from Current Annual Report</b>
<b>AGENCY</b>	138	152

F. Discussion of Other FOIA Activities (Optional)

1. Provide here any further information about the agency’s efforts to improve FOIA administration.