



ANNUAL PEACE CORPS FOIA REPORT

October 1, 2007 to September 30, 2008

I. BASIC INFORMATION REGARDING REPORT

1. If you have any questions about the Freedom of Information Act (FOIA) Annual Report, contact Allison Tanaka, Acting FOIA Officer/Public Liaison, at 202-692-1236.
2. To find this report on the World Wide Web, you may find it at <http://www.peacecorps.gov/policies/foia.cfm>
3. You may obtain a copy of the report in paper form by writing to:

Peace Corps
FOIA Officer/Public Liaison
1111 20th St., NW
Washington, DC 20526

II. MAKING A FOIA REQUEST

1. The following offices receive FOIA Requests:

Peace Corps
FOIA/Privacy Act Office
1111 20th St., NW
Washington, DC 20526
Phone: 202-692-1236
Email: foia@peacecorps.gov

Peace Corps
Office of the Inspector General
P.O. Box 57129
Washington, DC 20037
Phone: 202-692-2915
Email: oig@peacecorps.gov

2. Some requests cannot be granted because the records have been destroyed pursuant to Peace Corps' records schedule. Certain general categories of

the agency's records to which the FOIA exemptions apply include Peace Corps Volunteer Medical Screening Guidelines which are exempt pursuant to Exemption 2, site locations of Peace Corps Volunteers which are exempt pursuant to Exemption 6; and trade secrets contained in the proposals submitted by contractors which are exempt pursuant to Exemption 5.

III. Definitions of Terms and Acronyms

1. Agency specific acronyms or other terms. N/A
2. Basic terms, expressed in common terminology.
 - 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 entirety 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. 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,
- h. **Exemption 8:** information relating to the supervision of financial institutions
- i. **Exemption 9:** geological information on wells

IV. EXEMPTION 3 STATUTES

Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency
0	0	0	0	0
0	0	0	0	0

V. FOIA REQUESTS

A. Received, Processed and Pending FOIA Requests

	Number of Requests Pending as of Start of Fiscal Year*	Number of Requests Received in Fiscal Year	Number of Requests Processed in Fiscal Year	Number of Requests Pending as of End of Fiscal Year
FOIA/Privacy Act Office	4	139	121	22
Office of Inspector General	0	14	14	0
AGENCY TOTAL	4	153	135	22

*The Annual Peace Corps' FOIA Report for 2007 included Privacy Act requests that the Agency processed completely and exclusively under the Privacy Act. Therefore, the number in Column 1 does not match the number of "Requests Pending as of End of Fiscal Year" from last year's Annual FOIA Report.

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

	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	
FOIA/ Privacy Act Office	77	12	4	23	0	2	2	1	0	0	0	0	121
Office of Inspector General	5	2	4	3	0	0	0	0	0	0	0	0	14
AGENCY OVERALL	82	14	8	26	0	2	2	1	0	0	0	0	135

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

The Peace Corps did not utilize the “Other” column in Section V, B (1).

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

	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
FOIA/Privacy Act Office	0	1	0	2	5	13	0	0	0	0	0	0	0	0
Office of Inspector General	0	1	0	0	1	1	1	0	2	1	0	1	0	0
AGENCY OVERALL	0	2	0	2	6	14	1	0	2	1	0	1	0	0

VI. ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS

A. Received, Processed and Pending Administrative Appeals

	Number of Appeals Pending As of Start of Fiscal Year	Number of Appeals Received In Fiscal Year	Number of Appeals Processed in Fiscal Year	Number of Appeals Pending as of End of Fiscal Year
FOIA/Privacy Act Office	0	4	1	3
Office of Inspector General	0	1	0	1
AGENCY OVERALL	0	5	1	4

B. Disposition of Administrative Appeals – All Processed Appeals

	Number of Affirmed on Appeal	Number of Partially Affirmed & Partially Reversed/Remanded on Appeal	Number Completely Reversed/Remanded on Appeal	Number of Appeals Closed for Other Reasons	Number of Affirmed on Appeal
FOIA/Privacy Act Office	1	0	0	0	1
Office of Inspector General	0	0	0	0	0
AGENCY OVERALL	1	0	0	0	1

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

	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
FOIA/Privacy Act Office	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Office of Inspector General	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	0	0	0	0	1	0	0	0	0	0	0	0	0	0

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

No Records	Records Referred at Initial Request Level	Request Withdrawn	Fee Related Reason	Records not Reasonably Described	Improper Request for Other Reasons	Not Agency Record	Duplicate Request or Appeal	Request in Litigation	Appeal Based Solely on Request for Expedited Processing	Other * Explain in chart below
0	0	0	0	0	0	0	0	0	0	0

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

Description of “other” Reasons for Denial on Appeal from Chart C (2) & Number of Times Those Reasons Were Relied Upon	TOTAL
Description #	
Description #	0

C. (4) Response Time for Administrative Appeals

	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
FOIA/Privacy Act Office	27	27	27	27
Office of Inspector General	88	88	88	88
AGENCY OVERALL	56	56	56	56

C. (5) Ten Oldest Pending Administrative Appeals

FOIA/Privacy Act Office

	10 th Oldest Appeal	9 th	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	Oldest Appeal
Date of Receipt of Ten Oldest Appeals	Date							Sept 19	Sept 19	June 6
Number of Days Pending	#							9	9	130

Office of Inspector General

10th Oldest Appeal 9th 8th 7th 6th 5th 4th 3rd 2nd Oldest Appeal

Date of Receipt of Ten Oldest Appeals	Date										Aug 12
Number of Days Pending	#										88

Agency Overall

10th Oldest Appeal 9th 8th 7th 6th 5th 4th 3rd 2nd Oldest Appeal

Date of Receipt of Ten Oldest Appeals	Date						Sept 19	Sept 19	Aug 12	June 6
Number of Days Pending	#						9	9	88	130

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

A. Processed Requests – Response Time for All Processed 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
FOIA/ Privacy Act Office	13	15	<1	129	<1	<1	<1	<1	3	3	3	3
Office of Inspector General	6	6	1	18	<1	<1	<1	<1	<1	<1	<1	<1
AGENCY OVERALL	12	14	<1	129	<1	<1	<1	<1	3	3	3	3

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

	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
FOIA/Privacy Act Office	11	16	<1	129	<1	<1	<1	<1	3	3	3	3
Office of Inspector General	3	7	1	18	<1	<1	<1	<1	<1	<1	<1	<1
AGENCY OVERALL	10	15	<1	129	<1	<1	<1	<1	3	3	3	3

C. Processed Requests – Response Time in Day Increments

Simple Requests

	1-20 Days	21- 40 Days	41- 60 Days	61- 80 Days	81- 100 Days	101- 120 Days	121- 140 Days	141- 160 Days	161- 180 Days	181- 200 Days	201- 300 Days	301- 400 Days	401+ Days	TOTAL
FOIA/Privacy Act Office	86	28	2	0	0	1	1	0	0	0	0	0	0	118
Office of Inspector General	14	0	0	0	0	0	0	0	0	0	0	0	0	14
AGENCY OVERALL	100	28	2	0	0	1	1	0	0	0	0	0	0	132

Complex Requests

	1-20 Days	21- 40 Days	41- 60 Days	61- 80 Days	81- 100 Days	101- 120 Days	121- 140 Days	141- 160 Days	161- 180 Days	181- 200 Days	201- 300 Days	301- 400 Days	401+ Days	TOTAL
FOIA/Privacy Act Office	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office of Inspector General	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Requests Granted Expedited Processing

	1-20 Days	21- 40 Days	41- 60 Days	61- 80 Days	81- 100 Days	101- 120 Days	121- 140 Days	141- 160 Days	161- 180 Days	181- 200 Days	201- 300 Days	301- 400 Days	401+ Days	TOTAL
FOIA/Privacy Act Office	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Office of Inspector General	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	1	0	0	0	0	0	0	0	0	0	0	0	0	1

D. Pending Requests – All Pending Perfected Requests

	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
FOIA/Privacy Act Office	18	38	69	0	0	0	0	0	0
Office of Inspector General	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	18	38	69	0	0	0	0	0	0

E. Pending Requests – Ten Oldest Pending Perfected Requests

	10 th Oldest Request and Number of Days Pending	9 th	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	Oldest Request and Number of Days Pending
FOIA/ Privacy Act Office	Date 9/05/08 Number of Days 16	8/29/08	8/27/08	8/15/08	6/23/08	6/23/08	6/16/08	6/15/08	6/09/08	2/19/08
Office of Inspector General	Date Number of Days	0	0	0	0	0	0	0	0	0

AGENCY OVERALL	10 th Oldest Request 9/05/08	8/29/08	8/27/08	8/15/08	6/23/08	6/23/08	6/16/08	6/15/08	6/09/08	Oldest Request 2/19/08
	Number of Days Pending 16	21	23	31	69	69	74	75	79	Number of Days Pending 157

VIII. REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER

A. Requests for Expedited Processing

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate	Number Adjudicated Within Ten Calendar Days
FOIA/Privacy Act Office	1	0	3	3	3
Office of Inspector General	0	0	0	0	0
AGENCY OVERALL	1	0	3	3	3

B. Requests for Fee Waiver

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
FOIA/Privacy Act Office	9	2	14	17
Office of Inspector General	1	0	18	18
AGENCY OVERALL	10	2	16	17

IX. FOIA PERSONNEL AND COSTS

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	PERSONNEL			COSTS		
	Number of "Full-Time FOIA Employees"	Number of "Equivalent Full-Time FOIA Employees"	Total Number of "Full-Time FOIA Staff" (The sum of Columns 1 & 2)	Processing Costs (At initial request and appeal levels)	Litigation-Related Costs	Total Costs
FOIA/Privacy Act Office	0	0.55	0.55	44,426	0	44,426
Office of Inspector General	0	0.1	0.1	8,700	0	8,700
AGENCY OVERALL	0	0.65	0.65	53,126	0	53,126

X. FEES COLLECTED FOR PROCESSING REQUESTS

	Total Amount of Fees Collected	Percentage of Total Costs
FOIA/Privacy Act Office	0	0.71%
Office of Inspector General	\$318.75	3.66%
AGENCY OVERALL	\$318.75	4.37%

XI. FOIA REGULATIONS

The Peace Corps’ policies with respect to the FOIA are laid out in 22 CFR Part 303, available here:

<http://www.peacecorps.gov/multimedia/pdf/policies/ms893.pdf>, as part of Peace Corps’ Manual Section 893. Also refer to the attached fee schedule below regarding FOIA.

Peace Corps FOIA Office Fee Chart*

FP▶ Step▼	1	2	3	4	5	6	7	8	9
1	\$62	\$50	\$40	\$33	\$27	\$24	\$21	\$19	\$17
2	\$63	51	42	34	27	24	22	20	17
3	\$65	53	43	35	28	25	22	20	18
4	\$67	54	44	36	29	26	23	21	19
5	\$69	56	45	37	30	27	24	21	19
6	\$71	58	47	38	31	27	25	22	20
7	\$73	60	48	39	32	28	25	23	20
8	\$76	61	50	40	33	29	26	23	21
9	\$78	63	51	41	34	30	27	24	21
10	\$80	65	53	43	35	31	28	25	22

* Pursuant to 22 CFR §303.10 and §303.13, the above calculations for search and review time are based on the 2005 salary rate for Peace Corps employees performing the search and/or review, plus 16%. Prices listed above are per hour; charges for search and review time less than a full hour will be billed by quarter-hour segments. The charge for duplication by paper copy is \$.10 per page. The Peace Corps is currently updating this fee chart.

XII. BACKLOGS, CONSULTATIONS, AND COMPARISONS

A. Backlogs of FOIA Requests and Administrative Appeals

	Number of Backlogged Requests as of End of Fiscal Year	Number of Backlogged Appeals as of End of Fiscal Year
FOIA/Privacy Act Office	16	3
Office of Inspector General	0	1
AGENCY TOTAL	16	4

B. Consultations on FOIA Requests – Received, Processed, and Pending Consultations
The Peace Corps had no received, processed or pending consultations.

C. Consultations on FOIA Requests – Ten Oldest Consultations Received from Other Agencies and Pending at Your Agency
The Peace Corps did not receive consultations from other agencies.

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

COMPARISON OF NUMBER OF REQUESTS				
	Column 1	Column 2	Column 3	Column 4
	NUMBER OF REQUESTS RECEIVED		NUMBER OF REQUESTS PROCESSED	
	Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
Component A	100	139	97	121
Component B	13	14	13	14
AGENCY OVERALL	113	153	110	135

	Number of Backlogged Requests as End of the Fiscal year from Previous Annual Report	Number of Backlogged Requests as of End of Fiscal year from Current Annual Report
FOIA/Privacy Act Office	4	16
Office of Inspector General	0	0
AGENCY OVERALL	4	16

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

Number of administrative appeals received and the number of administrative appeals processed

	NUMBER OF APPEALS RECEIVED		NUMBER OF APPEALS PROCESSED	
	Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
Component A	2	4	2	1
Component B	0	1	0	0
AGENCY OVERALL	2	5	2	1

Number of backlogged Administrative Appeals

	Number of Backlogged Appeals as End of the Fiscal year from Previous Annual Report	Number of Backlogged Appeals as of End of Fiscal year from Current Annual Report
FOIA/Privacy Act Office	0	1
Office of Inspector General	0	1
AGENCY OVERALL	0	2

F. Discussion of Other FOIA Activities (Optional)

Training given during New Employee Orientation every two weeks, training provided during Overseas Training Fair twice a year for employees working in offices abroad.