

## **Peace Corps Annual FOIA Report**

1 OCTOBER, 1997 TO SEPTEMBER 30, 1998

### I. Basic Information Regarding Report:

A. If you have any questions about the Freedom of Information Act Annual Report, contact Patricia Martin, Management Analyst, 202-692-1125

B. To find this report on the World Wide Web use the following electronic address: [http:// www.peacecorps.gov](http://www.peacecorps.gov)

C. You may obtain a copy of the report in paper form by writing to:

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

### II. How to make a FOIA request:

Peace Corps FOIA request procedures are located in the FOIA Reference Guide, which is linked electronically to our World Wide Web Site: <http://www.peacecorps.gov>.

A. FOIA requests are received in the office of:

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

B. Peace Corps response time ranges from 2 days to 10 days.

C. Usually requests are not granted because records have been destroyed at the Federal Records Center due to the disposition of the record.

### III. Definitions of Terms and Acronyms.

A. Basic terms used in the report.

1. FOIA/PA request -- Freedom of Information Act/Privacy Act request. A FOIA request is generally a request for access to records concerning third party, an organization, or a particular topic of interest. A Privacy Act request is a request for records concerning oneself; such requests are also treated as FOIA requests. (All requests for access to records, regardless of which law is cited by the requester, are included in this report.)

2. Initial Request -- a request to a federal agency for access to records under the Freedom of Information Act.

3. Appeal -- A request to a federal agency asking that it review at a higher administrative level a full denial or partial denial of access to records under the Freedom of Information Act, or any other FOIA determinations such as a matter pertaining to fees.

4. Processed Request or Appeal -- a request or appeal for which an agency has taken a final action on the request or appeal in all respects.

5. Expedited Processing -- an agency will process a FOIA request on expedited basis when a requester has shown an exceptional need or urgency for the records which warrants prioritization of his or her request over other requests that were made earlier.

6. Grant -- an agency decision to disclose all records in full response to a FOIA request.

7. Denial -- an agency decision not to release any part of a record or records in response to a FOIA request because all the information in the requested records is determined by the agency to be exempt under one or more of the FOIA's exemptions, or for some procedural reason.

8. Time Limits -- the time period in the Freedom of Information Act for an agency to respond to a FOIA request (ordinarily 20 working days from proper receipt of a "perfected" FOIA request).

10. "Perfected" Request -- a FOIA request for records which adequately describes the records sought, which has been received by the FOIA office of the agency or agency component in possession of the records, and for which there is no remaining question about payment of applicable fees.

11. N/A - Not Applicable

#### IV. Exemption 3 Statutes

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

None

1. Brief description of type(s) of information withheld under each statute.

N/A

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

N/A

V. Initial FOIA/PA Access Requests

A. Numbers of initial requests.

1. Number of requests pending as of end of preceding fiscal year

None

2. Number of requests received during current fiscal year

64

3. Number of requests processed during current fiscal year

64

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

0

B. Disposition of Initial Requests.

1. Number of total grants 61

2. Number of partial grants 0

3. Number of denials 3

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

(1) Exemption 1 0

(2) Exemption 2 0

(3) Exemption 3 0

(4) Exemption 4 0

(5) Exemption 5 0

(6) Exemption 6 0

(7) Exemption 7(A) 0

(8) Exemption 7(B) 0

(9) Exemption 7(C) 0

(10) Exemption 7(D) 0

(11) Exemption 7(E) 0

(12) Exemption 7(F) 0

(13) Exemption 8 0

(14) Exemption 9 0

4. Other reasons for nondisclosure (total)

a. no records 3

b. referrals 0

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 0

g. not an agency record 0

h. duplicate request 0

i. other (specify) 0

VI. Appeals of Initial Denials of FOIA/PA requests

A. Numbers of appeals

1. Number of appeals received during fiscal year 0

2. Number of appeals processed during fiscal year 0

B. Disposition of appeals 0

1. Number completely upheld 0

2. Number partially reversed 0

3. Number completely reversed 0

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

(1) Exemption 1 0

(2) Exemption 2 0

(3) Exemption 3 0

(4) Exemption 4 0

(5) Exemption 5 0

(6) Exemption 6 0

(7) Exemption 7(A) 0

(8) Exemption 7(B) 0

(9) Exemption 7(C) 0

(10) Exemption 7(D) 0

(11) Exemption 7(E) 0

(12) Exemption 7(F) 0

(13) Exemption 8 0

(14) Exemption 9 0

4. Other reasons for nondisclosure (total) 3

a. no records 3

b. referrals 0

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 0

g. not an agency record 0

h. duplicate request 0

i. other (specify) 0

## VII. Compliance with Time Limits/ Statutes of Pending Requests

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

#### 1. Simple requests (if multiple tracks used.)

a. number of requests processed N/A

b. median number of days to process N/A

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

a. number of requests processed N/A

b. median number of days to process N/A

#### 3. Requests accorded expedited processing. 0

a. number of requests processed 0

b. median number of days to process 0

### B. Status of pending requests.

o Agencies 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 (Enter this number from Line V.A.4)

0

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

0

## IX. Costs/FOIA Staffing

### A. Staffing levels.

1. Number of full-time FOIA personnel 0
2. Number of personnel with part-time or occasional FOIA duties (in work-years) 4
3. Total number of personnel (in total work years) 1.0

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

1. FOIA processing (including appeals) \$65,000.00
2. Litigation-related activities (estimated) 0
3. Total Costs \$65,000.00

X. Fees

A. Total amount of fees collected by agency for processing requests 0

B. Percentage of total costs. 0

XI. FOIA Regulation

Attached is a paper copy of our FOIA Regulation