GIPSA

FY 2005 Annual FOIA Report

Sections I. Basic Information, II. How to Make a FOIA Request, and III. Definitions of Terms, will be completed by the Office of Communications.

IV. Exemption 3 Statutes

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

1. Brief description of type(s) of information withheld under each statute.
2. Statement of whether a court has upheld the use of each statute. If so cite example.

V. Initial FOIA/PA Access Requests

A. Number of Initial Requests: *(include all access requests, whether first party or third party)*
(NOTE: The total of Lines 1 and 2, minus Line 3, should equal Line 4.)

1. Number of requests pending at end of FY 04 _____1_____
2. Number of requests received during FY 05 _____122_____
3. Number of requests processed during FY 05 _____113_____
4. Number of requests pending at end of FY 05 _____10_____

**B. Disposition of Initial Requests: (*NOTE: The total of Lines 1, 2, 3, and 4 should equal the number of requests processed shown in Line 3 of Part A.)*

1. Number of total grants _____89_____
2. Number of partial grants ____10_____
3. Number of denials _____1_____
a. Number of times each FOIA exemption used: *(count each exemption once per request)*

(1) Exemption 1 _____
(2) Exemption 2 _____
(3) Exemption 3 _____
(4) Exemption 4 ____2_____
(5) Exemption 5 ____2_____
(6) Exemption 6 ____4_____
(7) Exemption 7(A) _1_____
(8) Exemption 7(B) _____
(9) Exemption 7(C) _____
(10) Exemption 7(D) _3_____

(11) Exemption 7(E) _1_____
(12) Exemption 7(F) _____
(13) Exemption 8 _____
(14) Exemption 9 _____

4. Other reasons for nondisclosure: (total)___13_____
a. No records ___10_____
b. Referred elsewhere _(See Note)___1_____
c. Request withdrawn ____2_____
d. Fee-related reason _____
e. Records not reasonably described _____
f. Not a proper FOIA request for some reason _____
g. Not an agency record _____
h. Duplicate request _____
i. Other (specify) _____

(Note: Do not count requests referred within your agency in this category, it pertains only to requests that are referred outside of your agency)

VI. APPEALS OF INITIAL DENIALS OF FOIA/PA REQUESTS (includes all access requests, whether first-party or third-party).

A. Number of Appeals:
1. Number of appeals received during FY 05 ____1_____
2. Number of appeals processed during FY 05 ___3_____

B. Disposition of Appeals:
1. Number completely upheld ___3_____
2. Number partially reversed ____0_____
3. Number completely reversed __0_____

a. Number of times each FOIA exemption used: *(count each exemption once per appeal)*

(1) Exemption 1 _____
(2) Exemption 2 _____
(3) Exemption 3 _____
(4) Exemption 4 ___1_____
(5) Exemption 5 ___1_____
(6) Exemption 6 _____
(7) Exemption 7(A) _1_____
(8) Exemption 7(B) _____
(9) Exemption 7(C) _____
(10) Exemption 7(D) _1_____

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(11) Exemption 7(E) _____
(12) Exemption 7(F) _____
(13) Exemption 8 _____
(14) Exemption 9 _____

4. Other reasons for nondisclosure (total):_____
a. No records _____
b. Referred elsewhere _____
c. Request withdrawn _____
d. Fee-related reason _____
e. Records not reasonably described _____
f. Not a proper FOIA request for some reason _____
g. Not an agency record _____
h. Duplicate request _____
i. Other (specify) _____

VII. COMPLIANCE WITH TIME LIMITS/STATUS OF PENDING REQUESTS.

A. Median Processing Time For Requests: *(Example 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.)*

1. Simple requests (if multiple tracks used)
a. Number of requests processed ____113___
b. Median number of days to process __8_____

2. Complex requests (specify for any and all tracks used)
a. Number of requests processed _____0____
b. Median number of days to process __0_____

3. Requests accorded expedited processing
a. Number of requests processed _____0_____
b. Median number of days to process _-_____

(NOTE: The number of requests listed in the different tracks must equal the number of requests processed from section A, Line 3.)

B. Status of Pending Requests: *(Agencies using multiple tracks may provide numbers for each track as well as totals.)*

1. Number of requests pending at end of FY 05 ____10_____
2. Median number of days requests were pending at end of FY 05___20_____

VIII. COMPARISONS WITH PREVIOUS YEAR(S) (Optional)

E. Describe Agency Efforts To:
1. Improve timeliness _____
2. Reduce backlog _____
3. Provide training _____
4. Add new categories of records _____

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)___.41___
3. Total number of personnel (Work-years) ____.41_____

B. Total Costs: *(include staff and all resources)* (***Note: Use +20% for overhead.***)
1. FOIA processing (including appeals) ____$47,085_____
2. Litigation-related activities (estimated) ____0_____
3. Total costs __$47,085_____
4. Comparison with previous year(s) (optional) _____

C. Statement of additional resources needed for FOIA compliance (optional).

X. FEES: (includes charges for search, review, document duplication, and any other direct costs permitted under agency regulations.)

A. Total amount of fees collected for processing requests ___$1,097_____
B. Percentage of total costs ___2.3%_____

XI. FOIA REGULATIONS: *(including Fee Schedule):_____*

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