U.S. POSTAL SERVICE

FREEDOM OF INFORMATION ACT (FOIA)
REPORT FOR FISCAL YEAR 2010

I. BASIC INFORMATION REGARDING REPORT

1. Name, title, address, and telephone number of person to be contacted with questions about the report.

> Jane Eyre
> Manager, Records Office
> United States Postal Service
> 475 L'Enfant Plaza SW, Room 5821
> Washington, DC 20260 - Telephone (202) 268-2608

2. Electronic address for report on the World Wide Web

> http://www.usps.com/foia/annualreports/welcome.htm

3. How to obtain a copy of this report in paper form.

> A hard copy of this report may be obtained upon written request to:

> Jane Eyre
> Manager, Records Office
> United States Postal Service
> 475 L'Enfant Plaza SW, Room 4541
> Washington, DC 20260-2201

II. MAKING A FOIA REQUEST

A FOIA request for Postal Service records must be in writing, be a request for records, and bear the caption "Freedom of Information Act Request."

There is no required form for submitting a request. A requester should simply write a letter, indicating FOIA somewhere on the letter, and describe the records wanted. It is also helpful to include the amount of processing fees for which the requester is willing to accept liability. If estimated processing fees exceed that amount, the requester will be notified in advance.

A request should describe, with as much detail as possible, the records being requested. The description should be detailed enough to permit an agency employee familiar with the subject matter to locate the records with a reasonable amount of effort. A reasonable description is required by the FOIA and helps ensure prompt retrieval of the records of interest while minimizing processing costs to the requester.

Detailed information on submitting a FOIA request may be found in Handbook AS-353, Guide to Privacy, the Freedom of Information Act, and Records Management. (http://www.usps.com/cpim/ftp/hand/as353/welcome.htm)

1. Names, addresses, and telephone numbers of all individual agency components and offices that receive FOIA requests.

Component A Non-investigative records: Manager, Records Office United States Postal Service Room 5821 475 L'Enfant Plaza SW Washington, DC 20260-2201 Phone: (202) 268-2608	Component B Investigative records: Office of Counsel U.S. Postal Inspection Service 475 L'Enfant Plaza SW Room 3521 Washington, DC 20260-2101 Phone: (202) 268-7004	Component C Inspector General records: FOIA Office USPS Office of the Inspector General 1735 N. Lynn Street Suite 10000 Arlington, VA 22209-2020 Phone: (703) 248-2100

2. Brief description of why some requests are not granted.

The Postal Service's mission is to provide the nation with reliable, affordable, universal mail service. The basic functions of the Postal Service were established in 39 U.S.C. § 101(a): ". . . [T]o bind the Nation together through the personal, educational, literary, and business correspondence of the people." The Postal Service is "an independent establishment of the executive branch" of the government, created by the Postal Reorganization Act, (PRA), 39 U.S.C. §§ 101, et seq., and directed to conduct its operations in accordance with sound business principles. It is the policy of the Postal Service to make its official records available to the public to the maximum extent consistent with the public interest.

The Postal Service primarily invokes FOIA Exemptions 2, 3, 4, 5 and 6 to withhold records from disclosure. FOIA Exemption 2 provides that agencies may withhold records "related solely to the internal personnel rules and practices of an agency." Two types of information may be withheld under Exemption 2: (1) records concerning internal matters of a relatively trivial nature ("low 2"), and (2) records concerning substantial internal matters, the disclosure of which would risk circumvention of a legal requirement ("high 2"). The Postal Service's substantial infrastructure and coordination with both private industry and other government agencies requires the generation of schedules, maps, routes, manuals, and plans that could be used to circumvent a variety of legal requirements, including anti-terrorism laws. The Postal Service routinely protects these records under high 2 when necessary.

FOIA Exemption 3 provides that agencies may withhold records that are exempted from disclosure by another statute. Examples of such statutes include the Postal Reorganization Act and 39 U.S.C. §§ 410(c) and 412. Specifically, 39 U.S.C. § 410(c)(2) does not require the disclosure of "information of a commercial nature, including trade secrets, whether or not obtained from a person outside the Postal Service, which under good business practice would not be publicly disclosed." Some of the types of information withheld under (c)(2) include: information about methods of handling valuable Registered Mail; money order records; technical information on postage meters and prototypes submitted for approval before leasing to mailers; market surveys; records indicating rural carrier lines of travel; records that would be of potential benefit to firms in economic competition with the Postal Service; information that could materially increase procurement costs; and information that might compromise testing or examination materials. Further, 39 U.S.C. § 410(c)(3) does not require the disclosure of "information prepared for use in the negotiation of collective bargaining agreements under 39 U.S.C. Chapter 12, and minutes of or notes kept during the negotiating sessions." 39 U.S.C. § 412 prohibits the disclosure of mailing lists or other lists of names or addresses (past or present) of Postal Service customers or other persons to the public by any means or for any purpose. In addition, 39 U.S.C. § 410(c)(1) permits the withholding of the name or address, past or present, of any Postal Service customer.

FOIA Exemption 4 applies to information that contains (1) trade secrets or (2) confidential, commercial information provided to the Postal Service by an outside party, such as a supplier or customer. Any information that relates to commerce, trade or profit may be considered commercial. Voluntarily supplied commercial information is further considered confidential if the provider of the information would customarily choose not to disclose it to the public. Information supplied to the government under compulsion is considered confidential if disclosure of the information would put the supplier at a competitive disadvantage, harm the supplier, or diminish the reliability or quality of information provided to the government by future submitters. The Postal Service uses Exemption 4 to protect confidential dealings with

contractors and customers, such as contract details, specific payment information (although total contract award amounts are released), claims and correspondence, and postage statements reflecting customer-specific mail volume. The use of this exemption protects the confidentiality of businesses that do business with the Postal Service.

FOIA Exemption 5 permits agencies to withhold "inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency." The exemption permits agencies to withhold records that would be privileged in the context of civil discovery. These records are protected by one or more of the following privileges that have been recognized under the exemption: (1) the "deliberative process" privilege, (2) the attorney-client privilege, and (3) the attorney work-product privilege. For example, internal documents that contain opinions, suggestions, or recommendations of government employees, contain "deliberative" information within the meaning of FOIA Exemption 5. Attorney-client privilege protects confidential communications between an attorney and his client relating to a legal matter for which the client has sought professional advice. Attorney work-product privilege protects adversarial trial process by insulating attorney's preparation from scrutiny. The Postal Service primarily uses Exemption 5 to protect records related to internal decision-making when it believes that the release of the records could result in confusion or stifling of frank, open discussion within the Postal Service. For example, records that include employee opinions and recommendations that do not reflect a final policy decision may be redacted to remove such pre-decisional recommendations.

FOIA Exemption 6 applies to personal information, including medical and personnel files, the disclosure of which would be a clearly unwarranted invasion of personal privacy. With hundreds of thousands of employees and hundreds of millions of customers, the Postal Service's daily operations require the use of a great deal of personal information. The Postal Service commonly protects personal information about its employees, customers and other individuals which would be a clearly unwarranted invasion of personal privacy. Customer information routinely protected under Exemption 6 includes records concerning change of address or post office boxholder information and complaints. Employee information routinely protected includes attendance, discipline, and medical records.

The Postal Inspection Service is the primary law enforcement arm of the Postal Service, and performs investigative and security functions essential to a stable and sound postal system. The mission of the Inspection Service is to protect the Postal Service, secure the nation's mail system and ensure public trust in the mail. The U.S. Postal Service Office of Inspector General (USPS OIG) plays a key role in maintaining the integrity and accountability of America's postal service, its revenue and assets, and its employees. The OIG achieves its mission of helping maintain confidence in the postal system and improving the Postal Service's bottom line through independent audits and investigations. As such, the records maintained by the Postal Inspection Service and the USPS OIG often involve law enforcement matters. Because law enforcement records are of such interest to subjects of investigations, victims of crime, and the public at large, these records are often requested under the FOIA. The Postal Inspection Service and USPS OIG invoke the FOIA's two privacy exemptions primarily to prevent unwarranted injury to the privacy interests of those individuals identified in law enforcement records, such as suspects, witnesses, or investigators (FOIA Exemptions 6 and 7(C)). In addition, the USPS OIG is obligated under Sec. 7 of the Inspector General Act to protect the identity of employees who provide the agency information, further strengthening the protection afforded under FOIA Exemptions 7(C) and (D). The Postal Inspection Service and USPS OIG also protect information about their enforcement activities the release of which would risk circumvention of the law (FOIA Exemption 2).

III. ACRONYMNS, DEFINITIONS, AND EXEMPTIONS

1.   Agency-specific acronyms or other terms.

a.   *E-FOIA* – the "Electronic Freedom of Information Act Amendments of 1996, Public Law No. 104-231, 110 Stat. 3048," making major revisions to the FOIA, including subsection (e) that pertains to the submission of annual reports by federal agencies on their administration of the Act.

b.   *OIG* – Office of Inspector General

c.   *Records Custodian* – the head of a postal facility such as an area office, district office, post office, or other postal installation that maintains Postal Service records and information. Vice Presidents are the custodians of records and information maintained at Headquarters. Custodians are responsible for seeing that records within their facilities or organizations are managed according to Postal Service policies.

d.   *PS* – United States Postal Service.

e.   *PIS* – United States Postal Inspection Service.

f.   *JLSC* – Joint Legal Services Center.

2.   Definitions.

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 response.

d.   *Component* – for agencies that process requests on a decentralized basis, a "component" is an entity 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. *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.

g. *Exemption 3 statute* – a federal statute that exempts or prohibits information from disclosure and which the agency relies on to withhold information under FOIA subsection (b)(3).

h. *FOIA Request* – A FOIA request is generally a request for access to agency records concerning another person (i.e., a "third-party" request) 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 a request for records for which the agency has received a consultation from another agency. (Consultations are reported in Section XII of this report.)

i. *Full Grant* – an agency decision to disclose all records in full in response to a FOIA request.

j. *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.

k. *Initial Request* – a request to a federal agency for access to records under the Freedom of Information Act.

l. *Median Number* – the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.

m. *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 in each track are processed on a first-in, first-out basis. 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 status and 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.

n. *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.

o. *Perfected Request* – a FOIA request for records which reasonably describes the records sought and is made in accordance with published rules stating the time, place, fees (if any) and procedures to be followed.

p. *Processed Request or Processed Administrative Appeal* – a request or administrative appeal for which an agency has taken a final action in all respects.

q. *Range in Number of Days* – the lowest and highest number of days to process requests or administrative appeals.

r. *Time limits* – the time period in the FOIA for an agency to respond to a FOIA request (ordinarily 20 working days from receipt of a perfected FOIA request).

3.   Exemptions.

Exemption 1 - applies to classified national defense and foreign relations information.

Exemption 2 - internal agency rules and practices.

Exemption 3 - information that is prohibited from disclosure by another federal law.

Exemption 4 - trade secrets and other confidential business information.

Exemption 5 – inter-agency or intra-agency communications that are protected by legal privileges.

Exemption 6 – information involving matters of personal privacy.

Exemption 7 - records or information compiled for law enforcement purposes, to the extent that providing these records:

    (A) could reasonably be expected to interfere with enforcement proceedings,
    (B) would deprive a person of a right to a fair trial or 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, procedures, and guidelines used in law enforcement investigations or prosecutions, if the disclosure could reasonably be expected to risk circumvention of the law, and
    (F) could reasonably be expected to endanger the life or physical safety of any individual.

Exemption 8 - information relating to the supervision of financial institutions.

Exemption 9 - geological information on wells.

IV. Exemption 3 Statutes

Exempting Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency
39 U.S.C. 410(c)(1)	Records relating to names and addresses of postal customers	None	USPS: 56 Inspection Service: 1 OIG: 0	57
39 U.S.C. 410(c)(2)	Records relating to commercial information that is proprietary to the Postal Service	Wickwire Gavin v. USPS, 356 F.3d588 (4th Cir. 2004); Airline Pilots Ass'n, Int'l v. USPS and FedEx, 2004 U.S. Dist. LEXIS 26067 (D.D.C. June 24, 2004)	USPS: 109 Inspection Service: 0 OIG: 13	122
39 U.S.C. 410(c)(3)	Records relating to information prepared for use in negotiating collective bargaining agreements	None	USPS: 11 Inspection Service: 0 OIG: 0	11
39 U.S.C. 410(c)(4)	Records prepared for proceedings under 39 U.S.C. Chapter 36, relating to rates, classification, and service changes	None	USPS: 2 Inspection Service: 0 OIG: 0	2
39 U.S.C. 410(c)(5)	Reports and memoranda of consultants or independent contractors, except to the extent that they would be required to be disclosed if prepared within the Postal Service	None	USPS: 1 Inspection Service: 0 OIG: 0	1

Exempting Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency
39 U.S.C. 412	Records containing lists of postal customers	None	USPS: 7 Inspection Service: 0 OIG: 0	7
18 U.S.C. 1461	Records concerning non-mailable matter	None	USPS: 1 Inspection Service: 0 OIG: 0	1
18 U.S.C. 2510	Records relating to wiretap requests and information	Lam Lek Chong v. DEA, 929 F.2d 729 (D.C. Cir.1991)	USPS: 0 Inspection Service: 1 OIG: 0	1
18 U.S.C. 2517	Records relating to wiretap requests and information	Lam Lek Chong v. DEA, 929 F.2d 729 (D.C. Cir.1991)	USPS: 0 Inspection Service: 1 OIG: 0	1
Federal Rules of Criminal Procedure-Rule 6(e)	Grand jury information	Senate of P.R. v. United States Dep't of Justice, 823 F.2d 574 (D.C. Cir. 1987)	USPS: 0 Inspection Service: 9 OIG: 0	9
5 CFR 2634-35	Financial disclosure reports	Meyerhoff v. EPA, 958 F.2d 1498, 1502-03 (9th Cir. 1992); Church of Scientology of Texas v. IRS, 816 F. Supp. 1138, 1152 (W.D. Tex. 1993); Judicial Watch v. Rossotti, 285 F. Supp. 2d 17, 30 (D.D.C. 2003)	USPS: 3 Inspection Service: 0 OIG: 0	3

Exempting Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency
Inspector General Act of 1978, Section 7(b)	Employee complaint information	United Am. Fin. v. Potter, 531 F. Supp. 2d 29, 45-46 (D.D.C. 2008)	USPS: 0 Inspection Service: 0 OIG: 7	7

V. FOIA/PA 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
PS	87*	1323	1320	90
PIS	36**	356	376	16
OIG	0**	329	322	7
Agency Overall	123	2008	2018	113

*Adjusted from last year for those requests that had not been reported as received or closed.

**PIS & OIG reported as one agency component (JLSC) for Fiscal Year 2009. PIS & OIG reported as separate agency components for Fiscal Year 2010.

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									
				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 See B.(2) Below	TOTAL
PS	445	161	183	111	71	9	28	41	184	16	17	54	1320
PIS	34	129	40	48	40	11	1	2	50	14	5	2	376
OIG	15	121	29	27	108	17	0	0	1	4	0	0	322
Agency Overall	494	411	252	186	219	37	29	43	235	34	22	56	2018

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

	Description of "Other" Reasons for Denials from Chart B (1) & Number of Times Those Reasons Were Relied Upon	TOTAL
PS	Referral Page(s) – 20 Non-responsive record material – 30 Duplicate page(s) – 2 Remanded – 1 In Litigation - 1	54
PIS	Referral Page(s) - 2	2
OIG	N/A	N/A
Agency Overall	Referral Page(s) – 22 Non-responsive record material – 30 Duplicate page(s) – 2 Remanded – 1 In Litigation - 1	56

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
PS	0	13	183	90	42	242	0	0	3	0	1	0	0	0
PIS	0	19	11	4	30	97	17	0	139	58	39	3	0	0
OIG	0	18	18	16	13	68	12	1	108	27	22	0	0	0
Agency Overall	0	50	212	110	85	407	29	1	250	85	62	3	0	0

VI. ADMINISTRATIVE APPEALS OF INITIAL DETERMINATION 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
PS & PIS	0	133	130	3
OIG	1	21	21	1
Agency Overall	1	154	151	4

B. Disposition of Administrative Appeals – All Processed Appeals

	Number Affirmed on Appeal	Number Partially Affirmed & Partially Reversed/Remanded on Appeal	Number Completely Reversed/Remanded on Appeal	Number of Appeals Closed for Other Reasons	TOTAL
PS & PIS	74	17	22	17	130
OIG	15	4	1	1	21
Agency Overall	89	21	23	18	151

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
PS & PIS	0	8	14	3	11	21	4	0	12	8	6	3	0	0
OIG	0	0	0	0	0	3	1	0	10	5	1	0	0	0
Agency Overall	0	8	14	3	11	24	5	0	22	13	7	3	0	0

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

	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 See C.(3) Below
PS & PIS	19	23	2	8	5	2	1	0	0
OIG	1	2	1	0	0	3	0	0	0
Agency Overall	20	25	3	8	5	5	1	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 Were Relied Upon	TOTAL
PS & PIS	0	0
OIG	0	0
Agency Overall	0	0

C. (4) Response Time for Administrative Appeals

	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number on Days
PS & PIS	20	21	5	135
OIG	14	14	6	23
Agency Overall	34	19	5	135

C. (5) Ten Oldest Pending Administrative Appeals

Date of Receipt of Ten Oldest Appeals/ Number of Days Pending	10th	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest
PS & PIS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Date: 09/17/10 # of Days: 10	Date: 03/31/10 # of Days: 129	Date: 03/30/10 # of Days: 130
OIG	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Date: 09/29/10 # of Days: 1
Agency Overall	N/A	N/A	N/A	N/A	N/A	N/A	Date: 09/29/10 # of Days: 1	Date: 09/17/10 # of Days: 10	Date: 03/31/10 # of Days: 129	Date: 03/30/10 # of Days: 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 # of Days	Average # of Days	Lowest # of Days	Highest # of Days	Median # of Days	Average # of Days	Lowest # of Days	Highest # of Days	Median # of Days	Average # of Days	Lowest # of Days	Highest # of Days
PS	7	21	<1	524	24	45	<1	495	N/A	N/A	N/A	N/A
PIS	7	9	<1	126	82	69	19	87	N/A	N/A	N/A	N/A
OIG	8	8	<1	74	20	31	<1	61	6.5	6.25	4	8
Agency Overall	7	17	<1	524	25	46	<1	495	6.5	6.25	4	8

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

	SIMPLE				COMPLEX				EXPEDITED PROCESSING			
	Median # of Days	Average # of Days	Lowest # of Days	Highest # of Days	Median # of Days	Average # of Days	Lowest # of Days	Highest # of Days	Median # of Days	Average # of Days	Lowest # of Days	Highest # of Days
PS	15	31	<1	524	27	44	<1	248	N/A	N/A	N/A	N/A
PIS	10	11	<1	126	82	69	19	87	N/A	N/A	N/A	N/A
OIG	13	12	<1	38	37	38	19	61	6	6	4	8
Agency Overall	13	24	<1	524	29	46	<1	248	6	6	4	8

C. Processed Requests – Response Time in Day Increments

SIMPLE

DAYS	1-20	21-40	41-60	61-80	81-100	101-120	121-140	141-160	161-180	181-200	201-300	301-400	401+	TOTAL
PS	735	201	47	19	8	3	2	1	4	1	1	0	40	1062
PIS	337	15	4	0	0	0	0	0	0	0	0	0	0	356
OIG	215	2	0	1	0	0	0	0	0	0	0	0	0	218
Agency Overall	1287	218	51	20	8	3	2	1	4	1	1	0	40	1636

COMPLEX

DAYS	1-20	21-40	41-60	61-80	81-100	101-120	121-140	141-160	161-180	181-200	201-300	301-400	401+	TOTAL
PS	40	27	10	6	3	1	3	0	1	1	3	1	1	97
PIS	1	1	0	1	6	0	0	0	0	0	0	0	0	9
OIG	3	0	1	1	0	0	0	0	0	0	0	0	0	5
Agency Overall	44	28	11	8	9	1	3	0	1	1	3	1	1	111

EXPEDITED

DAYS	1-20	21-40	41-60	61-80	81-100	101-120	121-140	141-160	161-180	181-200	201-300	301-400	401+	TOTAL
PS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PIS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OIG	4	0	0	0	0	0	0	0	0	0	0	0	0	4
Agency Overall	4	0	0	0	0	0	0	0	0	0	0	0	0	4

D. Pending Requests – All Pending Perfected Requests

	SIMPLE			COMPLEX			EXPEDITED PROCESSING		
	Number Pending	Median # Days	Average # of Days	Number Pending	Median # of Days	Average # of Days	Number Pending	Median # of Days	Average # of Days
PS	36	15	31	29	33	102	0	0	0
PIS	8	14	44	0	0	0	0	0	0
OIG	6	5	6	0	0	0	0	0	0
Agency Overall	50	14	30	29	33	102	0	0	0

24

E. Pending Requests – Ten Oldest Pending Perfected Requests

	10th Oldest Request/ Number of Days Pending	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Request and Number of Days Pending
PS	Date: 03/01/10 # of Days: 159	Date: 03/05/10 # of Days: 159	Date: 03/10/10 # of Days: 159	Date: 03/10/10 # of Days: 169	Date: 12/22/09 # of Days: 196	Date: 10/19/2009 # of Days: 228	Date: 10/02/2009 # of Days: 252	Date: 02/12/10 # of Days: 256	Date: 03/08/10 # of Days: 394	Date: 02/24/09 # of Days: 506
PIS	N/A	N/A	Date: 09/27/10 # of Days: 3	Date: 09/28/10 # of Days: 4	Date: 09/17/10 # of Days: 13	Date: 09/14/10 # of Days: 14	Date: 09/15/10 # of Days: 15	Date: 09/08/10 # of Days: 18	Date: 07/02/10 # of Days: 63	Date: 09/20/09 # of Days: 228
OIG	N/A	N/A	N/A	N/A	Date: 09/29/10 # of Days: 1	Date: 09/27/10 # of Days: 3	Date: 09/27/10 # of Days: 3	Date: 09/21/10 # of Days: 7	Date: 09/16/10 # of Days: 10	Date: 09/14/10 # of Days: 12
Agency Overall	Date: 03/01/10 # of Days: 159	Date: 03/05/10 # of Days: 159	Date: 03/10/10 # of Days: 169	Date: 12/22/09 # of Days: 196	Date: 09/20/09 # of Days: 228	Date: 10/19/2009 # of Days: 228	Date: 10/02/2009 # of Days: 252	Date: 02/12/10 # of Days: 256	Date: 03/08/10 # of Days: 394	Date: 02/24/09 # of Days: 506

VIII. Requests for Expedited Processing and Requests for Fee Waivers

A. Requests for Expedited Processing

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate	Number of Adjudicated Within Ten Calendar Days
PS	0	19	<1	2	18
PIS	0	4	<1	1	4
OIG	4	2	<1	1	6
Agency Overall	4	25	<1	1	28

B. Requests for Fee Waiver

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
PS	0	0	N/A	N/A
PIS	0	0	N/A	N/A
OIG	0	0	N/A	N/A
Agency Overall	0	0	N/A	N/A

IX. FOIA Personnel and Costs

A. Personnel
B. Costs

	PERSONNEL			COSTS		
	Number of "Full-Time FOIA Employees"	Number of "Equivalent Full-Time FOIA Employees"	Total Number of "Full-Time FOIA Staff"	Processing Costs	Litigation Related Costs	Total Costs
PS	5	19	24	$ 2,705,000	$0	$2,705,000
PIS	4	0	4	$ 310,915	$0	$ 310,915
OIG	2	2.25	4.25	$ 149,760	$704	$ 150,464
Law Department (Appeals)	0	3.50	3.50	$ 297,872	$0 (USPS & USPIS)	$ 297,872
OIG (Appeals)	0	.10	.10	$ 6,176	0	$ 6,176
Agency Overall	11	24.85	35.85	$3,469,723	$ 704	$3,470,427

X.   Fees Collected For Processing Requests

	Total Amount of Fees Collected	Percentage of Total Costs
PS	$35,670	1.3
PIS	$ 134	.04
OIG	$ 0	0
Agency Overall	$35,804	1.03

FOIA Regulations:

Electronic Link to FOIA Regulations: http://www.usps.com/cpim/ftp/hand/as353/welcome.htm

Electronic Link to FOIA Fee Schedule: http://www.usps.com/cpim/ftp/hand/as353/as353c4_034.htm

XI. Backlogs, Consultations, and Comparisons

A. Backlog 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
PS	29	N/A
PIS	2	N/A
PS & PIS (combined)	N/A	2
OIG	0	0
Agency Overall	31	2

Explanation of Backlog:

There was a small increase in the number of backlogged requests for the agency overall for Fiscal Year 2010 (FY 2010 – 31 vs. FY2009 - 28). This slight increase in the number is attributable to two items. 1) The PS processed a number of complex requests in FY 2010. The processing of these requests required coordination with a number of records custodians at National Headquarters and at field offices. 2) The Records Office physically moved its office location. The PS Records Office was administratively closed for a two-week period during the move.

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

	Number of Consultations Received from Other Agencies that Were Pending at Your Agency as of the Start of the Fiscal Year	Number of Consultations Received from Other Agencies During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Processed by Your Agency During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Pending at Your Agency at the End of the Fiscal Year
PS	0	9	9	0
PIS	0	10	10	0
OIG	0	1	1	0
Agency Overall	0	20	20	0

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

	10th Oldest Consultation and Number of Days Pending	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Consultation and Number of Days Pending
PS	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days
PIS	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days
OIG	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days
Agency Overall	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days	Date \# of Days

D. Comparison of Numbers of Requests from Previous and Current Annual Report – Requests Received, Processed – (Part 1)

	NUMBER OF REQUESTS RECEIVED		NUMBER OF REQUESTS PROCESSED	
	Number of Received During Fiscal Year from Last Year's Annual Report	Number of 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
PS	1727*	1323	1853	1320
PIS	0	356	0	376
OIG	0	329	0	322
Agency Overall	1727	2008	1853	2018

*PIS & OIG reported as one agency component (JLSC) for Fiscal Year 2009. PIS & OIG reported as separate agency components for Fiscal Year 2010.

D. Comparison of Numbers of Requests from Previous and Current Annual Report – Backlogged (Part 2)

	Number of Backlogged Requests as of End of Fiscal Year from Previous Annual Report	Number of Backlogged Requests as of End of Fiscal Year from Current Annual Report
PS	27	29
PIS	0	2
OIG	0	0
JLSC (PIS & OIG)*	1	0
Agency Overall	28	31

*PIS & OIG reported as one agency component (JLSC) for Fiscal Year 2009. PIS & OIG reported as separate agency components for Fiscal Year 2010.

E. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report – Appeals Received, Processed – Part 1

	NUMBER OF APPEALS RECEIVED		NUMBER OF APPEALS PROCESSED	
	Number of Received During Fiscal Year from Last Year's Annual Report	Number of Received During Fiscal Year from Current Annual Report	Number Processed Received During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
PS & PIS	152	133	154	130
OIG	22	21	25	21
Agency Overall	174	154	179	151

E. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report – Backlogged (Part 2)

	Number of Backlogged Appeals as of End of Fiscal Year from Previous Annual Report	Number of Backlogged Appeals as of End of Fiscal Year from Current Annual Report
PS & PIS	2	2
OIG	1	0
Agency Overall	3	2

F. Discussion of FOIA Activities: During Fiscal Year 2010, the PS Records Office and Law Department continued to work with senior management and organizations throughout the PS to underscore the importance of the Freedom of Information Act and of the agency's responsibility to fully comply with its provisions. In particular, they worked to educate newer members of postal management regarding the PS's obligations as to the FOIA. In addition, the PS Records Office completed a training presentation titled "Overview of the Freedom of Information." This training was presented to a group of new field FOIA Coordinators and posted to the Records Office internal web site.