ANNUAL REPORT
FY 2001

I.   Basic Information Regarding Report

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

           Debra Buccolo, Freedom of Information Act Officer
           Farm Credit Administration
           Office of General Counsel
           1501 Farm Credit Drive
           McLean, VA 22102-5090
           703-883-4022

           Jane Virga, Senior Attorney
           Farm Credit Administration
           Office of General Counsel
           1501 Farm Credit Drive
           McLean, VA 22102-5090
           703-883-4071

   B.   Electronic address for report on the World Wide Web.

           Http://www.FCA.gov

   C.   How to obtain a copy of the report in paper form.

           Contact Debra Buccolo or Jane Virga at the above addresses.

II.   How to Make a FOIA Request

   A FOIA request must be in writing, clearly marked "FOIA Request," and addressed to
   the Freedom of Information Officer. Requests may be sent by mail, facsimile (703-790-
   0052), or electronic means (BuccoloD@FCA.gov or FOIAOfficer@FCA.gov).

III.   Definitions of Terms and Acronyms Used in the Report (to be included in each report)

   A.   agency-specific acronyms or other terms.

           Farm Credit Administration (FCA or agency)

B.   Basic terms, expressed in common terminology.

1.   FOIA/PA request – Freedom of Information Act/Privacy Act request. A FOIA request is generally a request for access to records concerning a 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 determination 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 the appeal in all respects.

5.   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. A requester who has an urgent need for records may request expedited processing (see below).

6.   Expedited processing – an agency will process a FOIA request on an 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.

7.   Simple request – a FOIA request that an agency using multi-track processing places in its fastest (nonexpedited) track based on the volume and/or simplicity of records requested.

8.   Complex request – a FOIA request that an agency using multi-track processing places in a slower track based on the volume and/or complexity of records requested.

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

10.   Partial grant – an agency decision to disclose a record in part in response to a FOIA request, deleting information determined to be exempt under

one or more of the FOIA's exemptions; or a decision to disclose some records in their entireties, but to withhold others in whole or in part.

11.   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 (such as because no record is located in response to a FOIA request).

12.   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).

13.   "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 the payment of applicable fees.

14.   Exemption 3 statute – a separate federal statute prohibiting the disclosure of a certain type of information authorizing its withholding under FOIA subsection (b)(3).

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

16.   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 is 8.

IV.   Exemption 3 Statutes

A.   List of Exemption 3 statutes relied on 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.   Number of initial requests.

1.   Number of requests pending as of end of preceding fiscal year ___4__

2.   Number of requests received during current fiscal year ___54___

3.   Number of requests processed during current fiscal year __55___

4.   Number of requests pending as of end of current fiscal year __3__

B.   Disposition of initial requests.

1.   Number of total grants ____32__

2.   Number of partial grants ___6_

3.   Number of denials ____17___

a. number of times each FOIA exemption used

(1) Exemption 1 _____0_____

(2) Exemption 2 _____0_____

(3) Exemption 3 _____0_____

(4) Exemption 4 _____1_____

(5) Exemption 5 _____2_____

(6) Exemption 6 _____4_____

(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 _____3_____

(14) Exemption 9 _____0_____

4.   Other reasons for nondisclosure (total) __20___

    a.   no records _____18_____

    b.   referrals _____0_____

    c.   request withdrawn ___1___

    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 _____1_____

    h.   duplicate request _____0_____

    i.   other (specify) _____0____

VI.   Appeals of Initial Denials of FOIA/PA Requests

    A.   Number of appeals.

        1.   Number of appeals received during fiscal year ____0___

        2.   Number of appeals processed during fiscal year ___0__

    B.   Disposition of appeals.

        1.   Number completed upheld _____0____

        2.   Number partially reversed _____0_____

        3.   Number completely reversed ____0_____

        a. number of times each FOIA exemption used

        (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) __0____

a. no records ___0____

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/Status 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 ____55____

                    b. median number of days to process ___14__

            3.   Requests accorded expedited processing.

                    a. number of requests processed ____0____

                    b. median number of days to process __N/A____

    B.   Status of pending requests.

            1.   Number of requests pending as of end of current fiscal year __3____

            2.   Median number of days that such requests were pending as of that date ___17___

VIII. Comparisons with Previous Year(s) (Optional)

    A.   Comparison of numbers of requests received _____

    B.   Comparison of requests processed _____

    C.   Comparison of median numbers of days requests were pending as of end of fiscal year _____

    D.   Other statistics significant to agency _____

    E.   Other narrative statements describing agency efforts to improve timeliness of FOIA performance and to make records available to the public (e.g., backlog-reduction efforts; specification of average number of hours per processed request; training activities; public availability of new categories of records). FCA has consistently processed FOIA requests within the statutory deadlines.

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 total work- years) _.36__

        3.   Total number of personnel (in work-years) __.36_

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

        1.   FOIA processing (including appeals) __$31,900__

        2.   Litigation-related activities (estimated) _____0_____

        3.   Total costs __$31,900_

        4.   Comparison with previous year(s) (including percentage of change) (optional) _____

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

X.   Fees

    A.   Total amount of fees collected by agency for processing requests $499.19

    B.   Percentage of total costs ___Less than 2%._

XI.   FOIA Regulations (Including Fee Schedule)