

OFFICE OF INSPECTOR GENERAL
FY 2003 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.
Rule 6(e), Federal Rules of Criminal Procedure - Grand Jury material.
2. Statement of whether a court has upheld the use of each statute. If so cite example.
Iglesias v. CIA, 525 F. Supp. 547, 556 (D.D.C. 1981)

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 2002 :	52
2. Number of requests received during FY 2003 :	292
3. Number of requests processed during FY 2003 :	263
4. Number of requests pending at end of FY 2003 :	82

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:	60
2. Number of partial grants:	53
3. Number of denials:	21

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

(1) Exemption 1	0
(2) Exemption 2	4
(3) Exemption 3	4
(4) Exemption 4	3
(5) Exemption 5	2
(6) Exemption 6	14
(7) Exemption 7A	20
(8) Exemption 7B	0
(9) Exemption 7C	57
(10) Exemption 7D	0
(11) Exemption 7E	4
(12) Exemption 7F	1
(13) Exemption 8	0
(14) Exemption 9	0

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4. Other reasons for nondisclosure (total):	129
a. No records	26
b. Referred elsewhere (See Note)	55
c. Request withdrawn	5
d. Fee-related reason	8
e. Record not reasonably described	0
f. Not a proper FOIA request for some reason	12
g. Not an agency record	3
h. Duplicate request	7
i. Other (specify)	13
No authorization letter, requester referred to OIG Web site, and ongoing audit.	

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 2003 :	3
2. Number of appeals processed during FY 2003 :	4

B. Disposition of Appeals:

1. Number completely upheld	2
2. Number partially reversed	1
3. Number completely reversed	0

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

(1) Exemption 1	0
(2) Exemption 2	0
(3) Exemption 3	1
(4) Exemption 4	0
(5) Exemption 5	0
(6) Exemption 6	0
(7) Exemption 7A	2
(8) Exemption 7B	0
(9) Exemption 7C	1
(10) Exemption 7D	0
(11) Exemption 7E	0
(12) Exemption 7F	0
(13) Exemption 8	0
(14) Exemption 9	0

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4. Other reasons for nondisclosure (total):	1
a. No records	0
b. Referred elsewhere	0
c. Request withdrawn	1
d. Fee-related reason	0
e. Records not reasonably described	0
f. Not a proper FOIA request for some 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: *(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	205
b. Median number of days to process	1
2. Complex requests (specify for any and all tracks used)	
a. Number of requests processed	48
b. Median number of days to process	91
3. Requests accorded expedited processing	
a. Number of requests processed	0
b. Median number of days to process	0

(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 2003 :	82
2. Median number of days requests were pending at end of FY 2003 :	153

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

E. Describe Agency Efforts To:

We have improved timeliness and reduced backlog as a result of posting completed audit reports to the OIG Web site. During FY 2003, 11% fewer FOIA requests were received, largely due to the availability of the audit reports on the Internet and thus the reduction in the number of FOIA requests for the same document.

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): 2.9
3. Total number of personnel (work-years): 2.9

B. Total Costs: (include staff and all resources) (Note: Use +20% for overhead.)

1. FOIA processing (including appeals): 185,489
2. Litigation-related activities(estimated): 465
3. Total costs: 185,954
4. Comparison with previous year(s)(optional): N/A

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 494.83
- B. Percentage of total costs: .003

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