# FREEDOM OF INFORMATION ACT FISCAL YEAR 2009 ANNUAL REPORT

# Department of Homeland Security

COMPONENT: USCIS

#### **GENERAL GUIDANCE POINTS**

- -Do not include any requests processed exclusively under the Privacy Act
- -Consultations should be tracked separately from initial requests
- -Each FOIA request, both Processed (Closed) and Pending (Open), should be categorized into the following: Simple, Complex, Expedited, Non-Perfected.
- -Any request was received and closed on the same day, the Processing Time is "1" or "<1". "0" is not allowed in these calculations.
- -Each processed initial request may have only 1 (one) disposition recorded.

<u>Disposition Priorities</u>: because each case can only have one disposition regardless of how many actions were taken, there are certain dispositions that take priority. The following is the order in which dispositions are prioritized:

- 1. Full Grant or Partial Grant/Partial Denial
- 2. Denied in Full based on exemptions
- 3. No Records
- 4. All other reasons

Example 1: A FOIA request was granted in part, while the rest was referred, the disposition recorded would be Partial Grant.

Example 2: An office responded to a FOIA request with a No Records response and referred the case to another office, the disposition would be recorded as No Records.

#### 1. CONSULTATIONS

#### **GUIDANCE**

-Consultations are defined as: procedure whereby the agency responding to a FOIA requests first forwards a record to another agency (or component) for its review

- -This is the only section in which Consultations should be counted, as they should be tracked separately from initial requests.
- -1.a.1 is the number that was reported in last year's Annual Report.
- -1.a.1 and 1.a.2 should be equal, as they are the same number (end of last year = beginning of this year). There could, however, be exceptions to this rule, such as a FOIA case being reopened, etc.
- Math Guidance: 1.a.2 + 1.a3 1.a4 = 1.a.5. If not, something has been miscalculated.
- For Section 1.c: the number of Days Pending is the number of business days from the date of receipt to the end of the Fiscal Year (9/30/2009).

#### 1.a FY2009 Received, Processed and Pending

4	1.a i 12005 Neccivea, i 10cc33ca ana i c	manig			
	1.a.1: Number of Consultations     Received from Other Agencies that were     Pending at the End of the Last Fiscal     Year, as Reported in Annual Report	1.a.2: Number of Consultations     Received from Other Agencies that     Were <u>Pending</u> at Your Component     as of <u>Start</u> of the Fiscal Year	1.a.3: Number of Consultations <u>Received</u> from Other Agencies     During the Fiscal Year	1.a.4: Number of Consultations     Received from Other Agencies that     Were <u>Processed</u> by Your     Component During the Fiscal Year	1.a.5: Number of Consultations Received from Other Agencies that Were Pending at Your Component as of End of the Fiscal Year
	16	17	66	72	11

1.b: If 1.a.1 and 1.a.2 are not the same, please explain why: Request improperly coded in system

▮ 1.c TEN OLDEST CONSULTATIONS RECEIVED FROM OTHER AGENCIES AND	PENDING AT YOUR COMPONENT
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	10 <sup>th</sup>	9 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>	6 <sup>th</sup>	5 <sup>th</sup>	4 <sup>th</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	Oldest
Date of Receipt	8-6-09	8-6-09	6-4-09	6-3-09	4-2-09	3-19-09	8-20-08	8-20-08	7-21-08	11-27-07
Number of Days Pending	39	39	83	84	127	137	279	279	301	464
										HERE HERE

#### **INITIAL REQUESTS**

#### GUIDANCE

- Initial Requests are defined as: All "purported" FOIA requests. Do not count Privacy Act requests or Consultations.

#### 2. ANNUAL PRODUCTION RATES

	ars	Numbers of	Requests	from Previo	ous and Cur	rent Fiscal
STATE OF THE PERSON NAMED IN			THE RESIDENCE OF THE PERSON NAMED IN			

2.b FY2009 Received, Processed and Pending

#### GUIDANCE

## -While there should be no change, 2.a.1, 2.a.2, 2.a3 allow for any adjustments in

calculations that result in numbers other than what was reported in last year's Annual Report. Please include an explanation if the numbers differ between FY 2008 Annual Report and Adjusted.

#### **GUIDANCE**

-2.b.1 is the number that was reported in last year's Annual Report.

-2.b.1 and 2.b.2 should be equal, as they are the same number (end of last year = beginning of this year). There could, however, be exceptions to this rule, such as a FOIA case being reopened, etc. -Math Guidance: 2.b.2 + 2.b.3 - 2.b.4 = 2.b.5. If not, there is a miscalculation.

-2.a.1 FY2009 is the same number as 2.b.3.

			-2.a.2 FY2009 is the sa	me number as 2.b.4.				
Fiscal Y	ear 2008	Figure Voor 2000	2.b.1 Number of Requests	2.b.2 Number of Requests	2.b.3 Number of Requests	2.b.4 Number of Requests	2.b.5 Number of Requests	
Annual Report	Adjusted	Piscal Feat 2009	Pending as of End of Fiscal Year 2008	Pending as of Start of Fiscal Year 2009	Received in Fiscal Year 2009	Processed in Fiscal Year 2009	Pending as of End of Fiscal Year 2009	
78,985	78,985 71,429		74 711	75 022	71 420	122 113	24.339	
84,424		122,113	74,711	75,025	71,429	122,113	24,339	
67,545		16,801	2.c If 2.b.1 and 2.b.2 ar receipt date modified.	e not the same, please ex	xplain why: Cases scann	ed in FY08 created in FY	09, cases re-opened,	
	Annual Report 78,985 84,424	Report Adjusted 78,985 84,424	Annual Report         Adjusted         Fiscal Year 2009           78,985         71,429           84,424         122,113	Priscal Year 2008	Annual Report Adjusted Fiscal Year 2009 Fiscal Year 2009 Number of Requests Pending as of End of Fiscal Year 2009  78,985 71,429 74,711 75,023  84,424 122,113  2.c If 2.b.1 and 2.b.2 are not the same, please expected the product of the same of Requests Pending as of Start of Fiscal Year 2009  74,711 75,023	Fiscal Year 2008 Annual Report Adjusted Report 71,429  Adjusted 72,011  Fiscal Year 2009 Fiscal Year 2009  Adjusted 71,429  Adjusted 72,711  2,b.1  Number of Requests Pending as of End of Fiscal Year 2009  74,711  75,023  Adjusted 74,711  75,023  2,b.2  Number of Requests Pending as of Start of Fiscal Year 2009  74,711  75,023  71,429  2,c. If 2,b.1 and 2,b.2 are not the same, please explain why: Cases scann receipt date modified	Fiscal Year 2008 Annual Report Adjusted Fiscal Year 2009  78,985  71,429  74,711  75,023  2.b.2 Number of Requests Pending as of Start of Fiscal Year 2009  78,985  71,429  74,711  75,023  2.b.2 Number of Requests Pending as of Start of Fiscal Year 2009  78,985  71,429  72,711  75,023  71,429  72,03  71,429  72,03  71,429  72,03  73,023  74,711  75,023  71,429  75,023  71,429  75,023  71,429  75,023  71,429  75,023  71,429  75,023  71,429  75,023  71,429  75,023  71,429  75,023  71,429  75,023  71,429  75,023  71,429  75,023	

2.d: If the FY2008 Annual Report numbers differ from the FY2008 Adjusted numbers for 2.a.1, 2.a2 or 2.a.3 please explain why:

#### 3. Disposition of All Incoming Processed Requests

#### GUIDANCE

-Do not count Privacy Act requests or Consultations

-Only 1 Disposition may be recorded per request. Only choose a disposition from 3.b. if the request cannot be counted in one of the columns in 3.a.

-Improper Requests (3.b.6); if the requests is lacking a perjury statement, a 3rd party release statement, is asking questions rather than requesting records, etc (see Section 5.3 of FOIA Regulations for a full description of Improper Requests).

-3.c is the sum of the categories in 3.a and 3.b and should equal the total amount of requests processed in FY 2009 (same number as 2.b.4)

3.a Dispositions	based on Exemp	tions	3.b Disposition	ons for Reaso	ns That Are No	t Exemptions						3.c Total
		No. of Full			Number of	Full Denials B	ased on Reason	ns Other than B	Exemptions			
No. of Full Grants	No. of Partial Grants/Partial Denials	Denials Based on Exemptions	3.b.1 No Records	3.b.2 Referred	3.b.3 Request Withdrawn	3.b.4 Fee- Related Reason	3.b.5 Not Reasonably Described	3.b.6 Improper Request	3.b.7 Not Agency Record	3.b.8 Duplicate	3.b.9 Other	Total
12,316	81,981	137	3,749	804	323	3	2	17,260	1,728	3,717	93	122,113

#### 3.d. Dispositions of "Other Reasons" (3.b.9)

-Include any case closed for reasons other than what is listed above. We have already listed the most common ones:

- 3.e is the same number as 3.b.9

Description of "Other Reason"	Number of Times "Other" Reasons Invoked
Coordinated by another office	

Unable to Locate Requestor	
Redress	
Sent in Error	
Records Publicly Available	
Unable to locate records	93

3.e Total: 93

#### 4. Exemptions Applied

#### 4.a Number of Times Exemptions Applied

#### GUIDANCE

-For each request, report all exemptions applied: however count each exemption only once per request.

The same of the sa	كالمنطقة الطبا المنطاط	والمناقط فتفاط المناط المنتشف المناط	delinitativit Break			orang orang p							
(b)(1)	(b)(2)	(b)(3)	(b)(4)	(b)(5)	(b)(6)	(b)(7)(A)	(b)(7)(B)	(b)(7)(C)	(b)(7)(D)	(b)(7)(E)	(b)(7)(F)	(b)(8)	(b)(9)
0	58,164	845	35	57,687	59,090	41	0	67,320	6	63,217	0	0	0

#### 4.b (b)(3) Statutes

#### GUIDANCE

-list the statutes cited for any (b)(3) exemptions. We have already listed some common ones.

-4.c should be the same number as 4.a (b)(3)

Statute	Type of Information Withheld	Case Citation	Number of Times Relied Upon
41 U.S.C. 253b(m)	Prohibition on Release of Contractor Proposals	Hornbostel v. Dept of Interior, 305 F.Supp.2d 21	3
49 U.S.C. 114(s)	Nondisclosure of Security Activities		
49 C.F.R. 1520.5(b)	Sensitive Security Information		
Federal Rule of Criminal Procedure 6(e) Grand Jury	Grand Jury Materials	Fugier v. Dept of Justice, 257 F.3d 534; Iglesias v. CIA, 525 F.Supp. 547	10
26 U.S.C. 6103	Tax returns and information therefrom	Church of Scientology v. IRS, 484 U.S. 9; Long v. IRS, 891 F.2d 222	830
41 U.S.C. 423	Restricts disclosing & obtaining contractor bid or proposal information or source selection information	None	2
		4.c TOTAL	845

### PROCESSED PERFECTED REQUESTS

#### GUIDANCE

- -This section should only include Perfected requests (categorized Simple, Complex and Expedited).
- -Do not count Privacy Act requests, Consultations, or Non-Perfected requests.
- -Any requests listed in 3.b.5 or 3.b.6 are automatically Non-Perfected requests.
- -Processing Time is defined as the number of business days from the date of receipt to the date the case was closed.
- -If the request was received and closed on the same day, the Processing Time is "1" or "<1". "0" is not allowed in these calculations.

  5. PROCESSED (CLOSED) SIMPLE REQUESTS

				5.b.		g Times of Al ssed Request:								me of Simple Information \	
5.a Supply Ra Simple Proces				Lowest No. of Days	Highe No. o Days	f No. of	Average No. of Days	(Simple Informat	Processed Reion Was Gran	FProcessing T equests in Wh ted (Full Gran in Separate F	ich t or	Lowest No. of Days	Highes No. of Days	No. of	Average No. of Days
				1	1,396	198	215					1	1,396	223	245
5.e Processing	Γime in Day In		All Sim												
<1-20 Days	21-40 Days	41-60 Days		-80 lys	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-3 Day		301-400 Days	401+ Days	Total
1,880	854	707	187	10	)7	390	1,000	1,617	1,344	1,281	5,289	1,	232	3,095	18,983
6. PROCESSED	(CLOSED) CC	MPLEX REQ	UESTS												
GUIDANCE -6.c and 6.d (Con -The data used to						ection of 6.a ar	nd 6.b.								
				6.b P		Times of All ssed Requests								ne of Complex Information \	
6.a Supply Rat Complex Proce				Lowest No. of Days	Highe No. o Days	f No. of	Average No. of Days	(Complex Informat	Processed R	Processing T equests in Wi ted (Full Gran in Separate F	hich t or	Lowest No. of Days	Highes No. of Days		Average No. of Days
				Trk2 1 Trk3 1	967 542	370 47	344 60			m ooparato i		Trk2 1 Trk3 1		376 47	359 60
6.e Processing	Γime in Day In	crements for	All Com	plex Proce	essed Req	uests									Kingara
<1-20 Days	21-40 Days	41-60 Days	61- Da	Control of the Contro	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-3 Day		301-400 Days	401+ Days	Total
Trk2 2,937 Trk3 1,135	1,331 1,957	1,234 1,939	205 1,074	12 41		75 199	80 121	1,929 84	2,567 65	2,646 53	13,218 148		3,110 71	33,814 321	78,266 7,586
7. PROCESSED	(CLOSED) EX	PEDITED REC	QUESTS												
GUIDANCE -7.c and 7.d (Exp -The data used to						section of 7.a a	and 7.b.								
					rocessing	Times of All I							sed Reques	g Time of Exp sts in Which I s Granted	
7.a Supply Ray Expedited Proc				Lowest No. of Days	Highes No. o		Average No. of Days	(Expedited Informat	d Processed Fi ion Was Grant	Processing T Requests in W ted (Full Gran	hich t or	Lowest No. of Days		t Median No. of	Averag No. of Days
				4	309		67	Partial (	rant/Denial))	in Separate F	ile	4	309	26	67
	Time in Day In	crements for	All Expe	edited Prod	cessed Re	quests									
7.e Processing															
7.e Processing 1 <1-20 Days	21-40 Days	41-60 Days	61- Da	A STATE OF THE PARTY OF THE PAR	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-3 Day		301-400 Days	401+ Days	Total

#### 8. PENDING (OPEN) REQUESTS

#### **GUIDANCE SECTION**

-This section should only include Perfected requests (categorized Simple, Complex and Expedited).
-Do not count Privacy Act requests, Consultations, or Non-Perfected requests.

-Days Pending is defined as the number of business days from the date of receipt to the end of the Fiscal Year (9/30/2009).

-The sum of Number Pending in 8.b, 8.d and 8.f should equal the total number pending as listed in 2.b.5. If it does not, please ensure that it is because there are open Non-Perfected requests (which should not be counted in this section).

-The sum of Number Pending in 8.b, 8.d and 8.f cannot under any circumstance be greater that the number listed in 2.b.5.

8.a Supply	8.b Days	Pending for Si Requests	mple Open	8.c Supply Raw Data of	8.d Days P	ending for COM Requests	PLEX Open	8.e Supply Raw Data of		Pending for EXP Requests	EDITED Open
Raw Data of Days Pending	Number Pending	Median No. of Days	Average No. of Days	Days Pending for	Number Pending	Median No. of Days	Average No of Days	Days Pending for	Number	Median No. o Days	f Average No. of Days
for Simple Open Requests in Separate File	4,094	82	103	Complex Open Requests in Separate File	Trk2 15,334 Trk3 1,513	Trk2 92 Trk3 37	Trk2 98 Trk3 45	EXPEDITED Open Requests in Separate File	5	61	107
8.g. TEN OLDES	T PENDING PE	RFECTED REC	QUESTS								
	10 <sup>th</sup> Oldest	9 <sup>th</sup>	8 <sup>th</sup>	7 <sup>th</sup>	6	th	5 <sup>th</sup>	4 <sup>th</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	Oldest Reques
Date of Receipt	3-21-08	2-20-08	2-1-08	1-31-	08 1-29	9-08 1	-2-08	11-13-07	8-22-07	8-1-07	7-31-06
No. of Days Pending	385	407	419	420	) 42	22	440	473	529	544	796

#### **APPEALS GUIDANCE SECTION** -If your office does not process its own appeals, do not fill out the Appeals Section (9-13). 9. ANNUAL PRODUCTION RATES 9.a Comparison of Numbers of Requests from Previous and Current Fiscal 9.b FY2009 Received, Processed and Pending Years GUIDANCE GUIDANCE -9.b.1 is the number that was reported in last year's Annual Report. -9.b.1 and 9.b.2 should be equal, as they are the same number (end of last year = beginning of this year). There could, -While there should be no change, 9.a.1, 9.a.2, 9.a.3 allow for any adjustments in calculations that result in numbers other than what was reported in last year's Annual however, be exceptions to this rule, such as a case being reopened, etc. Report. Please include an explanation if the numbers differ between FY 2008 Annual -Math Guidance: 9.b.2 + 9.b.3 - 9.b.4 = 9.b.5. If not, there is a miscalculation. -9.a.1 FY2009 is the same number as 9.b.3. Report and Adjusted. -9.a.2 FY2009 is the same number as 9.b.4. Fiscal Year 2008 9.b.3 9.b.1 9.b.2 9.b.4 Number of Number of Requests Number of Requests Number of Requests Fiscal Year 2009 Requests Pending as of End of Pending as of Start of Processed in Fiscal Year Received in Annual Report Adjusted Fiscal Year 2008 Fiscal Year 2009 2009 Fiscal Year 2009

1,984

1.978

1.217

9.c If 9.b.1 and 9.b.2 are not the same, please explain why: Cases scanned in FY08, created in FY09.

1.185

9.b.5

Number of

Requests

Pending as of

End of Fiscal

Year 2009

2.010

9.d: If the FY2008 Annual Report numbers differ from the FY2008 Adjusted numbers for 9.a.1, 9.a2 or 9.a.3 please explain why:

1,217

1,185

1.821

#### 10. Disposition of All Administrative Appeals

#### GUIDANCE

9.a.1 Number of Requests

Received

9.a.2 Number of Requests

Processed

9.a.3 Number of Requests

Backlogged at end of FY

-10.a and 10.b are separate charts. An appeal may be counted in both.

1,180

2,146

1,913

-Improper Requests (10.b.6): if the requests is lacking a perjury statement, a 3rd party release statement, is asking questions rather than requesting records, etc.

-10.c is the sum of the categories in 10.a and 10.b and should equal the total amount of appeals processed in FY 2009 (same number as 9.b.4).

10.a Dispositions			10.b Appe	eals Closed	for Other Rea	asons							
			Number of Full Denials Based on Reasons Other than Exemptions										
No. Affirmed on Appeal	No. Partially Affirmed & Partially Reversed/ Remanded on Appeal	No. Completely Reversed/ Remanded on Appeal	10.b.1 No Records	10.b.2 Referred at Initial Request Level	10.b.3 Request Withdrawn	10.b.4 Fee- Related Reason	10.b.5 Not Reasonably Described	10.b.6 Improper Request	10.b.7 Not Agency Record	10.b.8 Duplicate	10.b.9 Request in Litigation	10.b.10 Appeal Based Solely Upon Denial of Exp. Processing	10.b.11 Other
69	470	442	0	0	39	0	0	102	0	3	0	6	60

#### 10.d. Dispositions of "Other Reasons" (10.b.11)

-Include any case closed for Other Reasons (10.b.11). We have already listed the most common ones:

- 10.e is the same number as 10.b.11

Description of "Other Reason"	Number of Times "Other" Reasons Invoked
Unable to Locate Requestor	

Moot														
Failure to Comply											60			
								10.e To	tal: 60					
11. EXEMPTIONS	APPLIED				NOT REPORTED									
Number of Times	Exemptions	Applied			TORUS MILES									
GUIDANCE For each request	report all ever	motions applied	however count e	ach evemntic	n once per request.									
(b)(1)	(b)(2)	(b)(3)	(b)(4)	(b)(5)		(b)(7)(A)	(b)(7)(B)	(b)(7)(C)	(b)(7)(D)	(b)(7)(E)	(b)(7)(F	) (k	b)(8)	(b)(9)
0	384	2	2	430	368	3	0	491	3	397	0		0	0
Processing Time	rion is defined as th	inistrative Appe	siness days from		eceipt to the date the ca	ase was close								
GUIDANCE SECT Processing Time	rion is defined as th	inistrative Appe	siness days from			ase was close	lculations.	nes for All Pr	rocessed Ad	Iministrative Ap	opeals			
GUIDANCE SECTOR Processing Time If the requests was	FION is defined as the second and	inistrative Appe ne number of bu d closed on the s	siness days from same day, the Pro	cessing Time	eceipt to the date the ca	ase was close ed in these ca 12.b Pr	ocessing Tin	nes for All Pr	17	Iministrative Ap		Higi	hest Nu Day	
GUIDANCE SECT -Processing Time -If the requests wa	FION is defined as the second and	ne number of but diclosed on the s	siness days from same day, the Pro	cessing Time	eceipt to the date the ca e is "1". "0" is not allow	ase was close ed in these ca 12.b Pr	ocessing Tin		17			Higl		
GUIDANCE SECT -Processing Time -If the requests wa 12.a Supply	FION is defined as the series received and Raw Data of P Appeals)	ne number of but diclosed on the services Time	isiness days from same day, the Pro es (all Processed	cessing Time	eceipt to the date the case is "1". "0" is not allow	ase was close ed in these ca 12.b Pr	ocessing Tin	ge Number o	17	Lowest Numb		Higi	Day	S
Processing Time If the requests was 12.a Supply 13. PENDING (OF	rion is defined as the served and Raw Data of P Appeals) PEN) ADMINIS defined as the income and the served and	ne number of but d closed on the services Traces File TRATIVE APPE	es (all Processed	cessing Time	eceipt to the date the case is "1". "0" is not allow	ase was close ed in these ca 12.b Pr	Avera	ge Number o	17	Lowest Numb		Higl	Day	S
Processing Time If the requests was 12.a Supply 13. PENDING (OF	rion is defined as the service of Paper	ne number of but d closed on the services Traces File TRATIVE APPE	es (all Processed	cessing Time	eceipt to the date the call is "1". "0" is not allow Median Number of 530	ase was close ed in these ca 12.b Pr	Avera	ge Number o	17	Lowest Numb	er of Days	High	Day	8 Oldest
12.a Supply  13. PENDING (OF	rion is defined as the service of th	ne number of but d closed on the separate File  TRATIVE APPE	es (all Processed e EALS dess days from the	d e date of rece	eceipt to the date the ca e is "1". "0" is not allow Median Number of 530	ase was closed in these care 12.b Prof Days	Avera	ge Number o	f Days	Lowest Numb	er of Days		1,71	S

#### SPECIAL PROCESSING REQUESTS MADE AT INITIAL AND APPELLATE LEVELS

#### 14. REQUESTS FOR EXPEDITED PROCESSING

#### GUIDANCE

- -Processing time for Requests for Expedited Processing is defined as the number of CALENDAR DAYS from the date of receipt to the date of adjudication.
- -Adjudication is defined as any decision made (grant or deny) regarding a request for expedited processing.
- -14.b and 14.c should calculate all cases in which a request for expedited processing was granted or denied
- -Do not count a request for expedited processing that became moot (case closed within 10 calendar days)

	n of Requests for Processing	14.b Supply Raw Data of	14.c Processing Times for Adjudication of Requests for Expedited Processing					
Number Granted	Number Denied	Processing Times for Adjudication of Requests for	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate	Number Adjudicated Within Ten Calendar Days			
16	1,019	Expedited Processing in Separate File	1	2.21	998			

#### 15. REQUESTS FOR FEE WAIVERS

#### GUIDANCE

- -Processing time for Requests for Fee Waiver is defined as the number of BUSINESS DAYS from the commencement of adjudication to the date of adjudication. Do not include the additional days that may precede consideration of the fee waiver request, e.g. days the request waits in a processing queue, processing time which precedes commencement of adjudication of fee waiver request, etc.

  -Adjudication is defined as any decision made (grant or deny) regarding a request for fee waiver.
- -15.b and 15.c should calculate all cases in which a request for fee waiver was granted or denied.
- -Do not count a request for a fee waiver that became moot (no fees were charged because it did not meet the threshold).

5.a Adjudication of Requests for Fee Waivers		45 h County Day Data of	15.c Processing Times for Adjudication of Requests for Fee Waiver				
Number Granted	Number Denied	15.b Supply Raw Data of Processing Times for Adjudication of Requests for	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate			
0	7	Fee Waivers in Separate File	5	7.25			

FOIA ADMINISTRATION							
16. PERSONNEL			17. COSTS		AND DECISION OF THE PERSON OF		
whole number 16.b is to account for any sta (.25) + Person 2 (.5) = .75	at dedicated to processing FOIA requests that spends part of their time process.  A requests, it has some level of FOIA	ssing FOIA requests. Person 1	GUIDANCE See 17 d for a broaddown of the various costs that should be included				
16.a Number of "Full-Time FOIA Employees"	16.b Number of "Equivalent Full-Time FOIA Employees"	16.c Total Number of FOIA Staff (Sum of16.a and 16.b))	17.a Processing Costs (At initial request and appeal levels)	17.b Litigation-Related Costs	17.c Total Costs		
211	4.6	215.6	\$24,807,460	\$192,675	\$25,000,135		
17.d OPTIONAL SECTIONS to	calculate Section 17						
-Your component's budget will  17.d.1 Processing Costs Wor	often be a useful resource for this info	ormation.					
Descriptions of Costs				Amour	nt		
FOIA Staff Salaries (includes	government and contractors)			\$19,389,	330		
Overhead Costs				\$1,518,	130		
FOIA-related expenses (maint	enance & development)			\$3,900,	000		
				Total: \$24,807,460			
17.d.2 Litigation Costs Works	sheet						
Descriptions of Costs				. Amour	nt		
Salaries of personnel involved	in litigating FOIA requests			\$192,67	75		
Litigation Overhead Costs							
FOIA litigation-related expense	S						
				Total: \$192,675			
18. FEES COLLECTED FOR I	PROCESSING REQUESTS	THE PARTY OF SHARE STATE OF THE STATE OF	CONTRACTOR OF THE PROPERTY OF THE PARTY OF T	and the second of the second o			

# GUIDANCE -Include fees received from a FOIA requestor for search, review, document duplication, and any other direct costs permitted by the DHS FOIA Regulations, 6 CFR Part 5.§ 5.11 18.a Total Amount of Fees Collected \$7,200.80 .0288