

Corporation for National and Community Service

Freedom of Information Act Report

for

(October 1, 1999 - September 30, 2000)

Pursuant to 5 U.S.C. 552(e)(1)

I. Basic Information Regarding Report:

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

William L. Hudson Jr. / Corporation FOIA Officer / (202) 606-5000, Ext. 265

b. Electronic address for report on the World Wide Web:

<http://www.nationalservice.org/about/foia/index.html>

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

A copy of this report can be obtained by writing to the Corporation FOIA Officer, or by going to the Internet site shown in (b) above.

II. How to Make a FOIA Request:

a. Name, addresses, and telephone numbers of all individual agency components and offices that receive FOIA addresses:

Corporation for National and Community Service

Office of the General Counsel

Attn: William L. Hudson Jr./ Corporation FOIA Officer

1201 New York Avenue, N.W., Room 8208

Washington, D.C., 20525

b. Brief description of the agency's response-time ranges:

The Corporation's response time to routine FOIA requests averages 9.88 working days.

The Corporation's response time to expeditious processing requests is 4 working days.

The Corporation does not use a multiple tracking system for monitoring FOIA requests. The requests are received and processed through a centralized system and are managed by one database.

c. Brief description of why some requests are not granted:

Some requests were denied under Exemption 4, due to the protection of proprietary information; some requests were denied under Exemption 5 as being inter-agency memorandums not releasable to the public; some requests were denied under Exemption 6 due to requests for specific employee information that goes beyond what is considered releasable information under the FOIA; some requests were denied under Exemption 7 due to the requests were for documents involving ongoing investigations that were deemed not releasable.

III. Terms noted for use in report. (Per DOJ submission example).

IV. Exemption 3 Statutes:

There have been no requests denied under Exemption 3.

V. Initial FOIA/PA Access Requests:

a. Numbers of initial requests:

1. Number of requests pending as of end of preceding fiscal year: 0.
2. Number of requests received during current fiscal year: 62.
3. Number of requests processed during current fiscal year: 59.
4. Number of requests pending as of the end of the current fiscal year: 3.

b. Disposition of initial requests:

1. Number of total grants: 33.
2. Number of partial grants: 8
3. Number of denials: 4.

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

Exemption 1: 0. Exemption 7(A): 0. Exemption 8: 0.

Exemption 2: 0. Exemption 7(B): 0. Exemption 9: 0.

Exemption 3: 0. Exemption 7(C): 1.

Exemption 4: 1. Exemption 7(D): 0.

Exemption 5: 1. Exemption 7(E): 1.

Exemption 6: 6. Exemption 7(F): 0.

4. Other reasons for nondisclosure (total):

- a. no records: 9.
- 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: 5.
- h. duplicate request: 0.
- i. other (specify): 0.

VI. Appeals of Initial Denials of FOIA/PA Requests:

- a. Numbers of appeals:
 - 1. Number of appeals received during fiscal year: 4.
 - 2. Number of appeals processed during fiscal year: 4.
- b. Disposition of appeals:
 - 1. Number completely upheld: 3.
 - 2. Number partially reversed: 1.
 - 3. Number completely reversed: 0.
- a. Number of times each FOIA exemption used (counting each exemption once per appeal)
 - Exemption 1: 0. Exemption 7(A): 0. Exemption 8: 0.
 - Exemption 2: 0. Exemption 7(B): 0. Exemption 9: 0.
 - Exemption 3: 0. Exemption 7(C): 0.
 - Exemption 4: 1. Exemption 7(D): 0.
 - Exemption 5: 1. Exemption 7(E): 0.
 - Exemption 6: 2. Exemption 7(F): 0.
- 4. Other reasons for nondisclosure (total):
 - 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 (multiple tracks not used):
 - a. number of requests processed: 54.
 - b. median number of days to process: 9.
 - 2. Requests accorded expedited processing:
 - a. number of requests processed: 5.
 - b. median number of days to process: 7.
- b. Status of pending requests:
 - 1. Number of requests pending as of end of current year: 3.
 - 2. Median number of days that such requests were pending as of that date: 8.

VIII. Comparisons with Previous Year(s):

- a. Comparisons of numbers of requests received: $72 / 62 = 13.8\%$ decrease from Oct 98- Sep 99.
- b. Comparison of numbers of requests processed: $72 / 59 = 18\%$ decrease from October 98- Sep 99.
- c. Comparison of media numbers of days requests were pending as of end of fiscal year: There is no comparison because there were no requests pending from previous year. However, there were 3 pending cases at the end of this fiscal year.
- d. Other statistics significant to agency: There were 17 telephone requests received for information that is currently available on the Corporation's Internet site. Therefore, these were

not counted as FOIA requests due to the information being immediately available through electronic means.

e. Other narrative statements describing agency efforts to improve timeliness of FOIA performance and to make records available to the public: Use of the Corporation's Internet web site has allow more information to be made available to the public, thus eliminating the need for written FOIA requests for some information that would have been made if not for the Internet site.

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: 2.
3. Total number of personnel (in work years): 2.

b. Total costs (including staff and all resources):

1. FOIA processing (including appeals): \$2051.00.
2. Litigation-related activities (estimated): 0.
3. Total costs: \$2051.00.
4. Comparison with previous year(s) (including percentage of change):

1999 2000

$\$2,850.99 / \$2051.00 = 28.06\%$ percent decrease from Oct 98-Sep 99 report.

X. Fees:

- a. Total amount of fees collected by agency for processing requests: \$62.40.
- b. Percentage of total costs: 32.86% percent of total FOIA processing costs collected.

XI FOIA regulations.

<http://www.nationalservice.org/about/foia/index.html>.

A copy of the Corporation's FOIA regulation (45 CFR Part 2507 dated June 12, 1998) is attached.

Note: The Corporation's FOIA regulation is available for viewing on this FOIA Internet site.