

December 28, 2001

SUBJECT: FY 2000 Annual Freedom of Information
Act (FOIA) Report

TO: Andrea E. Fowler
USDA Freedom of Information Act Officer

FROM: Donna Gibson, Paralegal Specialist
Risk Management Agency

Attached is the Risk Management Agency's FY 2001 annual FOIA report. If you have any questions regarding preparation of the report, please contact me at 202-690-5701.

A. LIST EXEMPTION 3 STATUTES:

1. Brief description of type(s) of information withheld under each statute.
2. Statement of whether a court has upheld the use of each statute. If so cite example.

B. NUMBER OF INITIAL REQUESTS: *(include all access requests, whether first party or third party)*

1. Number of requests pending at end of FY 00 _____ 1 _____
2. Number of requests received during FY 01 _____ 83 _____
3. Number of requests processed during FY 01 _____ 83 _____
4. Number of requests pending at end of FY 01 _____ 1 _____

C. DISPOSITION OF INITIAL REQUESTS:

1. Number of total grants _____ 21 _____
2. Number of partial grants _____ 58 _____
3. Number of denials _____ 4 _____
 - a. Number of times each FOIA exemption used: *(count each exemption once per request)*

- (1) Exemption 1 _____ 0 _____
- (2) Exemption 2 _____ 0 _____
- (3) Exemption 3 _____ 0 _____
- (4) Exemption 4 _____ 0 _____
- (5) Exemption 5 _____ 10 _____
- (6) Exemption 6 _____ 35 _____
- (7) Exemption 7(A) _____ 2 _____
- (8) Exemption 7(B) _____
- (9) Exemption 7(C) _____ 40 _____
- (10) Exemption 7(D) _____ 6 _____

(11) Exemption 7(E) _____

(12) Exemption 7(F) _____

(13) Exemption 8 _____

(14) Exemption 9 _____

4. Other reasons for nondisclosure: (total) _____

a. No records ____4____

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c. Request withdrawn ____1____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____

D. NUMBER OF APPEALS:

1. Number of appeals received during FY 01 ____2____

2. Number of appeals processed during FY 01 ____3____

E. DISPOSITION OF APPEALS:

1. Number completely upheld ____2____

2. Number partially reversed ____0____

3. Number completely reversed ____1____

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

(1) Exemption 1 _____

(2) Exemption 2 _____

(3) Exemption 3 _____

- (4) Exemption 4 _____1_____
- (5) Exemption 5 _____2_____
- (6) Exemption 6 _____
- (7) Exemption 7(A) _____
- (8) Exemption 7(B) _____
- (9) Exemption 7(C) _____2_____
- (10) Exemption 7(D) _____
- (11) Exemption 7(E) _____
- (12) Exemption 7(F) _____
- (13) Exemption 8 _____
- (14) Exemption 9 _____

4. Other reasons for nondisclosure (total): _____0_____

- a. No records _____
- b. Referred elsewhere _____
- c. Request withdrawn _____
- d. Fee-related reason _____
- e. Records not reasonably described _____
- f. Not a proper FOIA request for some reason _____
- g. Not an agency record _____
- h. Duplicate request _____
- i. Other (specify) _____

F. MEDIAN PROCESSING TIME FOR REQUESTS: *(Example for calculation of median: Given 7 request 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)

Multiple tracks not used in the Risk Management Agency.

- a. Number of requests processed _____
- b. Median number of days to process _____
- 2. Complex requests (specify for any and all tracks used)
 - a. Number of requests processed _____
 - b. Median number of days to process _____
- 3. Requests accorded expedited processing
 - a. Number of requests processed _____
 - b. Median number of days to process _____

G. 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 01 _____1_____
- 2. Median number of days requests were pending at end of FY 01 _____90_____

H. DESCRIBE AGENCY EFFORTS TO:

- 1. Improve timeliness: **Setting deadlines for field offices to respond with documents.**
- 2. Reduce backlog **Not holding easier requests up with complicated ones. We no longer have OGC reviewing our less complicated requests.**
- 3. Provide training: **Hold presentations for field and headquarter employees explaining the FOIA process.**
- 4. Add new categories of records _____

I. TOTAL COSTS: *(include staff and all resources)*

- 1. FOIA processing (including appeals) __\$2700_____
- 2. Litigation-related activities (estimated) _____0_____
- 3. Total costs __\$2700_____
- 4. Statement of additional resources needed _____

J. FEES:

1. Total fees collected for search, review, duplication, and other direct costs permitted by agency regulations ____0____

2. Percentage of total costs _____

K. URL FOR AGENCY FOIA REGULATIONS: (*including Fee Schedule*): _____

L. STAFFING LEVELS:

1. Number of full-time FOIA personnel ____1____

2. Number of personnel with part-time or occasional FOIA duties (in work-years) ____3____

3. Total number of personnel (Work-years) ____6____