

FREEDOM OF INFORMATION ANNUAL REPORT

I. AGENCY CDC/ATSDR

REPORT PREPARED BY Cindy Hogan

TITLE CDC/ATSDR Assistant FOIA Officer

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ELECTRONIC ADDRESS FOR REPORT ON THE WORLD WIDE WEB:

URL - <http://www.cdc.gov/od/foia/foi.htm>

ADDRESS FOR PAPER COPIES OF REPORT:

Same as Street Address Above

II. HOW TO MAKE A FOIA REQUEST Mail/Fax to Address Below
(Describe or provide electronic address for instructions in FOIA reference guide)

A. Names, addresses, and telephone numbers of all individual agency components and offices that process FOIA requests (do not include coordinating offices; do not use persons' names -only titles):

CDC/ATSDR FOIA Office - Lynn Armstrong, FOIA Officer
1600 Clifton Road, N.E , MS-D54
Atlanta, GA 30333 Phone (404) 639-7270 Fax (404) 639-7395

B. Brief description of agency's response time range(s):

Median time in 1999 was 29 days

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

Documents, or portions thereof, were protected by an exemption and release would
caused harm to the interest protected by the exemption

III. DEFINITIONS OF TERMS AND ACRONYMS USED IN REPORT: _____

A. Agency-specific acronyms or other terms:

CDC - Centers for Disease Control and Prevention

ATSDR - Agency for Toxic Substances and Disease Registry

B. Basic terms (from FOIA UPDATE Summer 1997):

List is on the Department's website

IV. EXEMPTION 3 STATUTES:

A. List of Exemption 3 statutes relied on by the agency during report year:

- _____
1. Guarantee of Confidentiality, PHS Act, 42 USC 242m(d) Section 308(d)
- _____
2. National Defense Authorization Act, Section 821(b)
- _____
3. Ethics in Government Act, 18 USC 208
- _____
4. Federal Transfer Technology Act of 1986 15 USC 3710a(c)(7)(A)

1. Brief description of type(s) of information withheld under each statute:

- _____
1. Personal patient information
- _____
2. Proposals not incorporated into agency contracts
- _____
3. Financial disclosure forms/personal financial interest
- _____
4. Commercial/confidential information obtained from private-sector partner

2. Has a court upheld the use of each statute? If so, cite example:

V. INITIAL FOIA/PA ACCESS REQUESTS (Include all requests, 3rd or 1st party):

A. Numbers of initial requests (line 1 + line 2 -line 3 = line 4):

1. Number of requests pending at close of preceding fiscal year: 101
2. Number of requests received during reporting fiscal year: 1011

3. Number of requests processed during reporting fiscal year: 976

4. Number of requests pending at close of reporting fiscal year: 35
(Enter this number also as Line VII. B. 1.)

B. Disposition of Initial FY '99 Requests:

1. Number granted in full 386

2. Number granted in part 259

3. Number of full and partial denials 11 full denials

a. Number of times each FOIA exemption was used:

Exemption 1

Exemption 2 16

Exemption 3 10

Exemption 4 120

Exemption 5 76

Exemption 6 140

Exemption 7 3

Exemption 8

Exemption 9

4. Other reasons for non-disclosure (total) 320

a. no records 139

b. referrals 20

c. request withdrawn 71

d. fee-related reason 20

e. records not reasonably described 1

f. not a proper FOIA request for some other reason 15

g. not an agency record 19

h. duplicate request 3

i. other (specify) 18

VI. APPEALS OF INITIAL DENIALS OF FOIA/PA REQUESTS (include all access requests whether first or third party):

A. Numbers of Appeals:

1. Number of appeals received during the fiscal year 28

2. Number of appeals processed during the fiscal year 20

B. Disposition of Appeals:

1. Number completely upheld _____

2. Number partially reversed _____

3. Number completely reversed _____

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

Exemption 1 _____

Exemption 2 _____

Exemption 3 _____

Exemption 4 _____

Exemption 5 _____

Exemption 6 _____

Exemption 7 _____

Exemption 7(A) _____

Exemption 7(B) _____

Exemption 7(C) _____

Exemption 7(D) _____

Exemption 7(E) _____

Exemption 7(F) _____

Exemption 8 _____

Exemption 9 _____

4. Other reasons for non-disclosure (total)

a. no records _____

b. referrals _____

c. request withdrawn _____

d. fee-related reason _____

e. records not reasonably described _____

f. not a proper FOIA request for some other reason _____

g. not an agency record _____

h. duplicate request _____

i. other (specify) _____

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 976
 - b. median number of days to process 29
2. Complete 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 _____

B. Status of Pending Requests (if multiple tracks are being used, report for each track as well as totals).

1. Number of requests pending as of the end of the fiscal year covered in this report (from Line V. A. 4) 35
2. Median number of days that such requests were pending as of that date 45

VIII. COMPARISONS WITH PREVIOUS YEARS(S) (Optional):

IX. COSTS/FOIA STAFFING:

A. Staffing levels:

1. Number of full-time FOIA personnel 3
2. Number of personnel with part-time or occasional FOIA duties (in total work-years) 0
3. Total number of personnel (in work years) 3 FTE's

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

1. FOIA processing (including appeals) \$174,435
2. Litigation-related activities (estimated) _____
3. Total costs \$174,435
4. Comparison with previous year(s) (including percentage of change)
(Optional) 16 % decrease

X. FEES:

- A. Total amount of fees collected by agency for processing requests: \$36,970
(includes late payments of 1998 fees of \$12,133)
- B. Percentage of total FY'99 costs: 77 %

XI. FOIA REGULATIONS (including fee schedule):
See Department's website