

# **ANNUAL PEACE CORPS FOIA REPORT**

October 1, 2003 to September 30, 2004

## **I. Basic Information Regarding Report:**

A. If you have any questions about the Freedom of Information Act (FOIA) Annual Report, contact Marianne Manheim, Acting FOIA Officer, at 800-424-8580.

B. To find this report on the World Wide Web, you may find it at <http://www.peacecorps.gov/policies/foia.cfm>

C. You may obtain a copy of the report in paper form by writing to:  
Peace Corps

FOIA Officer  
1111 20<sup>th</sup> St., NW  
Washington, DC 20526

## **II. How to Make a FOIA Request:**

Peace Corps FOIA request procedures are located in the FOIA Reference Guide, which is electronically linked to our World Wide Web Site:

<http://www.peacecorps.gov>

A. FOIA Requests are received in the Office of:

Peace Corps  
FOIA Officer  
1111 20<sup>th</sup> St., NW  
Washington, DC 20526

B. Peace Corps response time ranges from two days to ten or more days.

C. Some requests cannot be granted because the records have been destroyed pursuant to Records Management policies, or destroyed at the Federal Records Center.

## **III. Definitions of Terms and Acronyms**

A. Agency specific acronyms or other terms. N/A

B. Basic terms, expressed in common terminology.

1. FOIA/PA Request – Freedom of Information Act/Privacy Act request. A FOIA request is generally a request for access to records concerning a third party, an organization, or a particular topic of interest. A Privacy Act (PA) request is a request for records concerning oneself; such requests are also treated as FOIA requests. (All requests for access to records, regardless of which law is cited by the requester, are included in this report.)
2. Initial Request – a request to a federal agency for access to records under the Freedom of Information Act.
3. Appeal – a request to a federal agency asking that it review at a higher administrative level a full denial or partial denial of access to records under the Freedom of Information Act, or any other FOIA determination such as a matter pertaining to fees.
4. Processed Request or Appeal – a request or appeal for which an agency has taken a final action on the request or the appeal in all respects.
5. Multi-track processing – a system in which simple requests requiring relatively minimal review are placed in one processing track and more voluminous and complex requests are placed in one or more other tracks. Requests in each track are processed on a first-in/first out basis. A requester who has an urgent need for records may request expedited processing (see below).
6. Expedited processing – an agency will process a FOIA request on an expedited basis when a requester has shown an exceptional need or urgency for the records which warrants prioritization of his or her request over other requests that were made earlier.
7. Simple request – a FOIA request that an agency using multitrack processing places in its fastest (nonexpedited) track based on the volume and/or simplicity of records requested.
8. Complex request – a FOIA request that an agency using multitrack processing places in a slower track based on the volume and/or complexity of records requested.
9. Grant – an agency decision to disclose all records in full in response to a FOIA request.
10. Partial grant – an agency decision to disclose a record in part in response to a FOIA request, deleting information determined to be exempt under one or more of the FOIA's exemptions; or a

decision to disclose some records in their entirety, but to withhold others in whole or in part.

11. Denial – an agency decision not to release any part of a record or records in response to a FOIA request because all the information in the requested records is determined by the agency to be exempt under one or more of the FOIA’s exemptions, or for some procedural reason (such as because no record is located in response to a FOIA request).

12. Time limits – the time period in the Freedom of Information Act for an agency to respond to a FOIA request (ordinarily 20 working days from proper receipt of a “perfected” FOIA request).

13. “Perfected” request – a FOIA request for records which adequately describes the records sought, which has been received by the FOIA office of the agency or agency component in possession of the records, and for which there is no remaining question about the payment of applicable fees.

14. Exemption 3 statute – a separate federal statute prohibiting the disclosure of a certain type of information and authorizing its withholding under FOIA subsection (b)(3).

15. Median number – the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.

16. Average number – the number obtained by dividing the sum group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.

#### **IV. Exemption 3 Statutes**

A. List of Exemption 3 statutes relied on by the agency during the current fiscal year.

1. Brief description of type of information withheld under each statute: N/A
2. Statement of whether a court has upheld a use of each statute. If so, then cite example: N/A

#### **V. Initial FOIA/PA Requests**

A. Number of Initial Requests

1. Number of requests pending as of end of preceding fiscal year = 93
2. Number of requests received during the current fiscal year = 6144
3. Number of requests processed during current fiscal year = 6002
4. Number of requests pending as of end of fiscal year = 235

B. Disposition of initial requests

1. Number of total grants = 5948
2. Number of partial grants = 19
3. Number of denials = 4
  - a. Number of times each FOIA exemption used:
    1. Exemption 1 = 0
    2. Exemption 2 = 0
    3. Exemption 3 = 0
    4. Exemption 4 = 0
    5. Exemption 5 = 7
    6. Exemption 6 = 12
    7. Exemption 7a = 0
    8. Exemption 7b = 0
    9. Exemption 7c = 0
    10. Exemption 7d = 0
    11. Exemption 7e = 0
    12. Exemption 7f = 0

- 13. Exemption 8 = 0
- 14. Exemption 9 = 0

4. Other reasons for nondisclosure: 31

- a. no records = 11
- b. referrals= 11
- c. request withdrawn = 0
- d. fee-related reason = 4
- e. records not reasonably described = 0
- f. not a proper FOIA request for some other reason = 2
- g. not an agency record = 0
- h. duplicate request = 0
- i. other (specify) = 3, PA records denied under PA Exemption K(5)

**VI. Appeals of Initial Denials to FOIA/PA Requests**

A. Number of appeals:

- 1. Number of appeals received during the fiscal year = 3
- 2. Number of appeals processed during fiscal year = 4

B. Disposition of appeals:

- 1. Number completely upheld = 2
- 2. Number partially reversed = 0
- 3. Number completely reversed = 0
  - a. Number of times each FOIA exemption used = 0
    - 1. Exemption 1 = 0
    - 2. Exemption 2 = 0
    - 3. Exemption 3 = 0

- 4. Exemption 4 = 0
- 5. Exemption 5 = 1
- 6. Exemption 6 = 1
- 7. Exemption 7a = 0
- 8. Exemption 7b = 0
- 9. Exemption 7c = 0
- 10. Exemption 7d = 0
- 11. Exemption 7e = 0
- 12. Exemption 7f = 0
- 13. Exemption 8 = 0
- 14. Exemption 9 = 0

4. Other reasons for nondisclosure = 2

- a. no records = 2
- 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

- a. number of requests processed = 5987
- b. median number of days to process = 5.5

2. Complex requests

- a. number of requests processed = 15

b. median number of days to process = 30

3. Requests accorded expedited processing

a. Number of requests processed = 0

b. Median number of days to process = N/A

B. Status of pending requests

1. Number of requests pending as of end of current fiscal year = 235

2. Median number of days that such requests were pending as of end of current fiscal year = 4 (based on FOIA requests)

**VIII. Comparisons with Previous Years (optional)  
For FY 2003**

A. Comparison of number of requests received = In FY 2004, 6144, while in FY 2003, 6163

B. Comparison of number of requests processed = In FY 2004, 6002, while in FY 2003, 6460

C. Comparison of median number of days requests were pending as of end of fiscal year = N/A

D. Other statistics significant to the agency = Received 0 requests for expedited processing and 0 granted.

E. Other narrative statements describing agency efforts to improve timeliness of FOIA performance and to make records available to the public: Training given during New Employee Orientation every two weeks, training provided during Overseas Training Fair twice a year for employees working in offices abroad.

**IX. Costs/FOIA and PA Staffing**

A. Staffing levels

1. Number of full-time FOIA/PA personnel = 5.9

2. Number of personnel with part-time or partial FOIA/PA duties = 2.0

3. Total number of personnel (in work-years) = 7.9

B. Total Costs (including staff and all resources).

1. FOIA processing (including appeals) = \$ 587,000
2. Litigation-related activities = N/A
3. Total Costs = \$ 587,000
4. Comparison with previous year (FY 2003) = \$79,000 increase

**X. Fees**

- A. Total Amount collected by agency for processing requests = \$ 91.62
- B. Percentage of total costs = <1%

**XI. FOIA Regulations (Including Fee Schedule)**

Please consult the federal regulations regarding FOIA at the following website:  
[http://www.usdoj.gov/04foia/04\\_1\\_1.html](http://www.usdoj.gov/04foia/04_1_1.html)