Sections I. Basic Information, II. How to Make a FOIA Request, and III. Definitions of Terms, will be completed by the Office of Communications.

IV. Exemption 3 Statutes - N/A

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

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.

V. Initial FOIA/PA Access Requests

A. Number of Initial Requests: (include all access requests, whether first party or third party)

(NOTE: The total of Lines 1 and 2, minus Line 3, should equal Line 4.)

1. Number of requests pending at end of FY 02 _____ 4 ________
2. Number of requests received during FY 03 _____ 65 ________
3. Number of requests processed during FY 03 _____ 67 ________
4. Number of requests pending at end of FY 03 _____ 2 ________

B. Disposition of Initial Requests: (NOTE: The total of Lines 1, 2, 3, and 4 should equal the number of requests processed shown in Line 3 of Part A.)

1. Number of total grants _____ 33 ________
2. Number of partial grants _____ 18 ________
3. Number of denials _____ 4 ________
a. Number of times each FOIA exemption used: (count each exemption once per request)

(1) Exemption 1 ________
(2) Exemption 2 ________
(3) Exemption 3 ________
(4) Exemption 4 _____ 11 ________
(5) Exemption 5 _____ 4 ________
(6) Exemption 6 _____ 11 ________
(7) Exemption 7(A) _____ 4 ________
(8) Exemption 7(B) ________
(9) Exemption 7(C) _____ 1 ________
(10) Exemption 7(D) _____ 4 ________
(11) Exemption 7(E) ________
(12) Exemption 7(F) ________
(13) Exemption 8 ________
(14) Exemption 9 __________

4. Other reasons for nondisclosure: (total) __12____
   a. No records __8________
   b. Referred elsewhere (See Note) ________
   c. Request withdrawn __1________
   d. Fee-related reason __2________
   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) __1______

(Note: Do not count requests referred within your agency in this category, it pertains only to requests that are referred outside of your agency)

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

A. Number of Appeals:
   1. Number of appeals received during FY 03 __1______
   2. Number of appeals processed during FY 03 __1______

B. Disposition of Appeals:
   1. Number completely upheld __1______
   2. Number partially reversed __________
   3. Number completely reversed __________

   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 __________
   (5) Exemption 5 __________
   (6) Exemption 6 __________
   (7) Exemption 7(A) __1______
   (8) Exemption 7(B) __________
   (9) Exemption 7(C) __________
   (10) Exemption 7(D) __________
   (11) Exemption 7(E) __________
   (12) Exemption 7(F) __________
   (13) Exemption 8 __________
   (14) Exemption 9 __________
4. Other reasons for nondisclosure (total): __N/A____
   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) __________

VII. COMPLIANCE WITH TIME LIMITS/STATUS OF PENDING REQUESTS.

A. Median Processing Time For Requests: (Example for calculation of median: Given 7 requests 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) - N/A
   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 ____67_____
   b. Median number of days to process _9________

3. Requests accorded expedited processing - N/A
   a. Number of requests processed __________
   b. Median number of days to process __________

(Note: The number of requests listed in the different tracks must equal the number of requests processed from section A, Line 3.)

B. 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 03 ____2____
2. Median number of days requests were pending at end of FY 03 __13_____

VIII. COMPARISONS WITH PREVIOUS YEAR(S) (Optional)

E. Describe Agency Efforts To:
1. Improve timeliness __________
2. Reduce backlog __________
3. Provide training __________
4. Add new categories of records __________

IX. COSTS/FOIA STAFFING.

A. Staffing Levels:
1. Number of full-time FOIA personnel ___N/A_______
2. Number of personnel with part-time or occasional FOIA duties (in work-years) ___.47____
3. Total number of personnel (Work-years) _____.47____

B. Total Costs: (include staff and all resources) (Note: Use +20% for overhead.)
1. FOIA processing (including appeals) ____ $48,820_____
2. Litigation-related activities (estimated) ___ N/A_____
3. Total costs _____ $48,820_____
4. Comparison with previous year(s) (optional) ________________

C. Statement of additional resources needed for FOIA compliance (optional).

X. FEES: (includes charges for search, review, document duplication, and any other direct costs permitted under agency regulations.)

A. Total amount of fees collected for processing requests ____ $1,737_____
B. Percentage of total costs ___3.6%______

XI. FOIA REGULATIONS: (including Fee Schedule): _______