

# **FOIA ANNUAL REPORT**

**FOR**

**10/01/2023**

**THROUGH**

**12/31/2023**

Sunday, February 16, 2025

The following **Annual Freedom of Information Act** report covers the Period 10/01/2023, through 12/31/2023, as required by 5 U.S.C. 552.

## **I. BASIC INFORMATION REGARDING REPORT**

1. Provide name, title, address, and telephone number of person(s) to be contacted with questions about the Report.
2. Provide an electronic link for access to the Report on the agency Web site.
3. Explain how to obtain a copy of the Report in paper form.

## **II. MAKING A FOIA REQUEST**

1. Provide names, addresses, and telephone numbers of all individual agency components that receive FOIA requests.
2. Provide a brief description of why some requests are not granted and an overview of certain general categories of the agency's records to which the FOIA exemptions apply.
3. Provide a functional electronic link to agency FOIA regulations, including the agency's fee schedule. (NOTE: Agency FOIA Regulations were formerly listed at Section XI of the human-readable version of the Report).

## **III. ACRONYMS, DEFINITIONS, AND EXEMPTIONS**

1. Provide any agency-specific acronyms or terms used in this Report.
2. Include the following definitions of terms used in this Report:
  - a. **Administrative Appeal** - a request to a federal agency asking that it review at a higher administrative level a FOIA determination made by the agency at the initial request level.
  - b. **Average Number** - the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.
  - c. **Backlog** - the number of requests or administrative appeals that are pending at an agency at the end of the fiscal year that are beyond the statutory time period for a response.
  - d. **Component** - for agencies that process requests on a decentralized basis, a "component" is an entity, also sometimes referred to as an Office, Division, Bureau, Center, or Directorate, within the agency that processes FOIA requests. The FOIA now requires that agencies include in their Annual FOIA Report data for both the agency overall and for each principal component of the agency.
  - e. **Consultation** - the procedure whereby the agency responding to a FOIA request first forwards a record to another agency for its review because that other agency has an interest in the document. Once the agency in receipt of the consultation finishes its review of the record, it responds back to the agency that forwarded it. That agency, in turn, will then respond to the FOIA requester.
  - f. **Exemption 3 Statute** - a federal statute that exempts information from disclosure and which the agency relies on to withhold information under subsection (b)(3) of the FOIA.
  - g. **FOIA Request** - a FOIA request is generally a request to a federal agency for access to records concerning another person (i.e., a "third-party" request), or concerning an organization, or a particular topic of interest. FOIA requests also include requests made by requesters seeking records concerning themselves (i.e., "first-party" requests) when those requesters are not subject to the Privacy Act, such as

non-U.S. citizens. Moreover, because all first-party requesters should be afforded the benefit of both the access provisions of the FOIA as well as those of the Privacy Act, FOIA requests also include any first-party requests where an agency determines that it must search beyond its Privacy Act "systems of records" or where a Privacy Act exemption applies, and the agency looks to FOIA to afford the greatest possible access. All requests which require the agency to utilize the FOIA in responding to the requester are included in this Report.

Additionally, a FOIA request includes records referred to the agency for processing and direct response to the requester. It does not, however, include records for which the agency has received a consultation from another agency. (Consultations are reported separately in Section XII of this Report.)

- h. **Full Grant** - an agency decision to disclose all records in full in response to a FOIA request.
  - i. **Full Denial** - an agency decision not to release any records in response to a FOIA request because the records are exempt in their entirieties under one or more of the FOIA exemptions, or because of a procedural reason, such as when no records could be located.
  - j. **Median Number** - the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.
  - k. **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 granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.
    - i. **Expedited Processing** - an agency will process a FOIA request on an expedited basis when a requester satisfies the requirements for expedited processing as set forth in the statute and in agency regulations.
    - ii. **Simple Request** - a FOIA request that an agency using multi-track processing places in its fastest (non-expedited) track based on the low volume and/or simplicity of the records requested.
    - iii. **Complex Request** - a FOIA request that an agency using multi-track processing places in a slower track based on the high volume and/or complexity of the records requested.
  - l. **Partial Grant/Partial Denial** - in response to a FOIA request, an agency decision to disclose portions of the records and to withhold other portions that are exempt under the FOIA, or to otherwise deny a portion of the request for a procedural reason.
  - m. **Pending Request or Pending Administrative Appeal** - a request or administrative appeal for which an agency has not taken final action in all respects.
  - n. **Perfected Request** - a request for records which reasonably describes such records and is made in accordance with published rules stating the time, place, fees (if any) and procedures to be followed.
  - o. **Processed Request or Processed Administrative Appeal** - a request or administrative appeal for which an agency has taken final action in all respects.
  - p. **Range in Number of Days** - the lowest and highest number of days to process requests or administrative appeals.
  - q. **Time Limits** - the time period in the statute for an agency to respond to a FOIA request (ordinarily twenty working days from receipt of a perfected FOIA request).
3. Include the following concise descriptions of the nine FOIA exemptions:
- a. **Exemption 1:** classified national defense and foreign relations information
  - b. **Exemption 2:** internal agency rules and practices
  - c. **Exemption 3:** information that is prohibited from disclosure by another federal law
  - d. **Exemption 4:** trade secrets and other confidential business information
  - e. **Exemption 5:** inter-agency or intra-agency communications that are protected by legal privileges
  - f. **Exemption 6:** information involving matters of personal privacy

- g. **Exemption 7:** records or information compiled for law enforcement purposes, to the extent that the production of those records (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions, or (F) could reasonably be expected to endanger the life or physical safety of any individual
- h. **Exemption 8:** information relating to the supervision of financial institutions
- i. **Exemption 9:** geological information on wells

#### IV. Exemption 3 Statutes

A. For Initial Requests				
Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency
<b>B. For Appeals</b>				
Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency

#### V. FOIA REQUESTS

A. Received, Processed and Pending FOIA Requests					
	Number of Requests Pending as of Start of Fiscal Year	Number of Requests Received in Fiscal Year	Number of Requests Processed in Fiscal Year	Number of Requests Pending as of End of Fiscal Year	
OSC	26	39	31	34	
OTHER	0	0	0	0	
VA	0	0	0	0	
OGC2	0	0	0	0	
AGENCY OVERALL	26	39	31	34	

B.(1) Disposition of FOIA Requests – All Processed Requests													
	Number of Full Grants	Number of Partial Grants/Partial Denials	Number of Full Denials Based on Exemptions	Number of Full Denials Based on Reasons Other than Exemptions									TOTAL
				No Records	All Records Referred to Another Component or Agency	Request Withdrawn	Fee-Related Reason	Records not Reasonably Described	Improper FOIA Request for Other Reason	Not Agency Record	Duplicate Request	Other *Explain in chart below	
OSC	4	8	2	5	0	3	0	0	5	2	2	0	31
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0
VA	0	0	0	0	0	0	0	0	0	0	0	0	0
OGC2	0	0	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	4	8	2	5	0	3	0	0	5	2	2	0	31

B.(2) Disposition of FOIA Requests – “Other” Reasons for “Full Denials Based on Reasons Other than Exemptions”												
Component			Description of Other Reasons for Denials from Chart B (1) & Number of Times Those Reasons Were Relied upon									TOTAL

B.(3) Disposition of FOIA Requests – Number of Times Exemptions Applied														
	(b)(1)	(b)(2)	(b)(3)	(b)(4)	(b)(5)	(b)(6)	(b)(7)(A)	(b)(7)(B)	(b)(7)(C)	(b)(7)(D)	(b)(7)(E)	(b)(7)(F)	(b)(8)	(b)(9)
OSC	0	0	0	0	8	7	0	0	7	1	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OGC2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	0	0	0	0	8	7	0	0	7	1	0	0	0	0

## VI. ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS

A. Received, Processed and Pending Administrative Appeals						
	Number of Appeals Pending as of Start of Fiscal Year		Number of Appeals Received in Fiscal Year		Number of Appeals Processed in Fiscal Year	Number of Appeals Pending as of End of Fiscal Year
OSC		2		3	1	4
OTHER		0		0	0	0
VA		0		0	0	0
OGC2		0		0	0	0
AGENCY OVERALL		2		3	1	4

B. Disposition of Administrative Appeals – All Processed Appeals							
	Number Affirmed on Appeal		Number Partially Affirmed & Partially Reversed/Remanded on Appeal		Number Completely Reversed/Remanded on Appeal	Number of Appeals Closed for Other Reasons	TOTAL
OSC		0		0	0	1	1
OTHER		0		0	0	0	0
VA		0		0	0	0	0
OGC2		0		0	0	0	0
AGENCY OVERALL		0		0	0	1	1

C.(1) Reasons for Denial on Appeal – Number of Times Exemptions Applied														
	(b)(1)	(b)(2)	(b)(3)	(b)(4)	(b)(5)	(b)(6)	(b)(7)(A)	(b)(7)(B)	(b)(7)(C)	(b)(7)(D)	(b)(7)(E)	(b)(7)(F)	(b)(8)	(b)(9)
OSC	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OGC2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

C.(2) Reasons for Denial on Appeal – Reasons Other than Exemptions													
	No Records	Records Referred at Initial Request Level	Request Withdrawn	Fee-Related Reason	Records not Reasonably Described	Improper FOIA Request for Other Reasons	Not Agency Record or Appeal	Duplicate Request	Request in Litigation	Appeal Based Solely on Denial of Request for Expedited Processing	Other *Explain in chart below	TOTAL	
OSC	1	0	0	0	0	0	0	0	0	0	0	0	1
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0
VA	0	0	0	0	0	0	0	0	0	0	0	0	0
OGC2	0	0	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	1	0	0	0	0	0	0	0	0	0	0	0	1

C.(3) Reasons for Denial on Appeal – “Other” Reasons													
Component		Description of Other Reasons for Denials from Chart C (2) & Number of Times Those Reasons Were Relied upon										TOTAL	

C.(4) Response Time for Administrative Appeals												
	Median Number of Days			Average Number of Days			Lowest Number of Days			Highest Number of Days		
OSC				23			23			23		
OTHER				0			0			0		
VA				0			0			0		
OGC2				0			0			0		
AGENCY OVERALL				23			23			23		

C.(5) Ten Oldest Pending Administrative Appeals												
	10th Oldest Appeal and Number of Days Pending		9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Appeal and Number of Days Pending	
OSC	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	2023-11-28 22	2023-11-09 33	2023-09-05 79	2023-08-11 95	

<b>OTHER</b>	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0						
<b>VA</b>	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0						
<b>OGC2</b>	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0						
<b>AGENCY OVERALL</b>	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	2023-11-28	2023-11-09	2023-09-05	2023-08-11	95

## **VII. FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS**

**E. Pending Requests – Ten Oldest Pending Perfected Requests**

<b>OSC</b>	2023-10-18 49	2023-10-10 55	2023-09-25 65	2023-08-17 91	2023-08-16 92	2023-07-13 116	2023-06-07 140	2023-06-06 141	2023-04-11 180	2022-12-12 262
<b>OTHER</b>	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0
<b>VA</b>	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0
<b>OGC2</b>	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0
<b>AGENCY OVERALL</b>	2023-10-18 49	2023-10-10 55	2023-09-25 65	2023-08-17 91	2023-08-16 92	2023-07-13 116	2023-06-07 140	2023-06-06 141	2023-04-11 180	2022-12-12 262

## VIII. REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER

### A. Requests for Expedited Processing

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate	Number Adjudicated Within Ten Calendar Days	
<b>OSC</b>	1	2	0	33		2
<b>OTHER</b>	0	0	0	0		0
<b>VA</b>	0	0	0	0		0
<b>OGC2</b>	0	0	0	0		0
<b>AGENCY OVERALL</b>	1	2	0	33		2

### B. Requests for Fee Waiver

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate	
<b>OSC</b>	0	2	0	0	0
<b>OTHER</b>	0	0	0	0	0
<b>VA</b>	0	0	0	0	0
<b>OGC2</b>	0	0	0	0	0
<b>AGENCY OVERALL</b>	0	2	0	0	0

## IX. FOIA PERSONNEL AND COSTS

	PERSONNEL			COSTS		
	Number of Full-Time FOIA Employees	Number of Equivalent Full-Time FOIA Employees	Total Number of Full-Time FOIA Staff	Processing Costs	Litigation-Related Costs	Total Costs
<b>OSC</b>	2.00	6.00	8.00	\$0.00	\$0.00	\$0.00
<b>OTHER</b>	0	0.00	0.00	\$0.00	\$0.00	\$0.00
<b>VA</b>	0	0.00	0.00	\$0.00	\$0.00	\$0.00
<b>OGC2</b>	0.00	2.00	2.00	\$0.00	\$0.00	\$0.00
<b>AGENCY OVERALL</b>	2	8.00	10.00	\$0.00	\$0.00	\$0.00

## X. FEES COLLECTED FOR PROCESSING REQUESTS

	Total Amount of Fees Collected	Percentage of Total Costs (Rounded to nearest hundredth decimal)
<b>OSC</b>	\$0.00	0
<b>OTHER</b>	\$0.00	0
<b>VA</b>	\$0.00	0
<b>OGC2</b>	\$0.00	0
<b>AGENCY OVERALL</b>	\$0.00	0

## XI. Exclusion Use and Proactive Disclosures

### XI.A. Number of Times Subsection (C) Used

Agency/Component	Number of Times Subsection Used
<b>OSC</b>	0
<b>OTHER</b>	0
<b>VA</b>	0
<b>OGC2</b>	0
<b>AGENCY OVERALL</b>	0

### XI.B. Number of Subsection (A)(2) Postings

Agency/Component	Number of Records Posted by the FOIA Office	Number of Records Posted by Program Offices
<b>OSC</b>	0	0

OTHER	0	0
VA	0	0
OGC2	0	0
AGENCY OVERALL	0	0

## XII. BACKLOGS, CONSULTATIONS, AND COMPARISONS

### A. Backlogs of FOIA Requests and Administrative Appeals

	Number of Backlogged Requests as of End of Fiscal Year	Number of Backlogged Appeals as of End of Fiscal Year
OSC	22	4
OTHER	0	0
VA	0	0
OGC2	0	0
AGENCY OVERALL	22	4

Discuss/Explain the backlog here(Optional)

### B. Consultations on FOIA Requests – Received, Processed, and Pending Consultations

	Number of Consultations Received from Other Agencies that Were Pending at Your Agency as of Start of the Fiscal Year	Number of Consultations Received from Other Agencies During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Processed by Your Agency During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Pending at Your Agency as of End of the Fiscal Year
OSC	0	3	3	0
OTHER	0	0	0	0
VA	0	0	0	0
OGC2	0	0	0	0
AGENCY OVERALL	0	3	3	0

### C. Consultations on FOIA Requests – Ten Oldest Consultations Received from Other Agencies and Pending at Your Agency

	10th Oldest Consultation and Number of Days Pending	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Consultation and Number of Days Pending
OSC	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0
OTHER	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0
VA	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0
OGC2	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0
AGENCY OVERALL	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0	N/A 0

### D. Comparison of Numbers of Requests from Previous and Current Annual Report – Requests Received, Processed, and Backlogged

	NUMBER OF REQUESTS RECEIVED		NUMBER OF REQUESTS PROCESSED	
	Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
OSC	37	39	37	31
OTHER	0	0	0	0
VA	0	0	0	0
OGC2	0	0	0	0
AGENCY OVERALL	37	39	37	31

	Number of Backlogged Requests as of End of the Fiscal Year from Previous Annual Report	Number of Backlogged Requests as of End of the Fiscal Year from Current Annual Report
OSC	20	22
OTHER	0	0
VA	0	0
OGC2	0	0
AGENCY OVERALL	20	22

**E. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report – Appeals Received, Processed, and Backlogged**

	<b>NUMBER OF APPEALS RECEIVED</b>		<b>NUMBER OF APPEALS PROCESSED</b>	
	Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
OSC	2	3	0	1
OTHER	0	0	0	0
VA	0	0	0	0
OGC2	0	0	0	0
AGENCY OVERALL	2	3	0	1

	<b>Number of Backlogged Appeals as of End of the Fiscal Year from Previous Annual Report</b>	<b>Number of Backlogged Appeals as of End of the Fiscal Year from Current Annual Report</b>
OSC	1	4
OTHER	0	0
VA	0	0
OGC2	0	0
AGENCY OVERALL	1	4

**F. Discussion of Other FOIA Activities (Optional)**
