



**U.S. Agency for International Development**  
**Fiscal Year 2008 Annual Report**  
**(October 1, 2007 – September 30, 2008)**

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

### **A. Name, title, address, and telephone number of person to be contacted with questions about the report.**

Kimberly Frazier  
Acting, FOIA Team Leader  
1300 Pennsylvania Avenue, Room 2.7C  
Washington, D.C. 20580  
(202) 712-1218

### **B. Electronic address for report on the World Wide Web**

<http://www.usaid.gov/about/foia>

### **C. How to obtain a copy of the report in paper form**

U.S. Agency for International Development  
1300 Pennsylvania Avenue, N.W.,  
M/AS/IRD, Room 2.07C  
Washington, D.C. 20523

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

FOIA request must be submitted in writing, by fax, or by e-mail , describing the records you would like to obtain. Include an agreement to pay any FOIA processing fees, your address and telephone number. Please mark your envelope with the notation, "FOIA REQUEST."

You may fax your request. Our fax number is (202) 216-3070. You may e-mail your request to our FOIA Mailbox at [foia@usaid.gov](mailto:foia@usaid.gov). When you e-mail your request please make sure that you include a mailing address.

If you fax your request, you normally do not have to mail us the original copy. However, there are some cases in which we need both the faxed version and the signed original version. You should send both versions if your request is both a FOIA request and a Privacy Act request for records about you. We also need both versions if a third-party (an attorney, for example) requests records about you on your behalf. When a third-party makes such a request on your behalf, we need an original consent letter signed by you which gives us authorization to release records about you to the third-party.

**1. Names, addresses, and telephone numbers of all individual agency components and offices that receive FOIA requests.**

**Initial Requests:**

U.S. Agency for International Development  
Director of the Office of Administrative Services  
Room 2.07C  
Washington, D.C. 20523-2701

Telephone: 202-712-0960  
Facsimile : 202-216-3070  
E-mail address: [FOIA@usaid.gov](mailto:FOIA@usaid.gov)

**Appeals:**

U.S. Agency for International Development  
Director, Office of Administrative Services  
Room 4.06B  
Washington, D.C. 20523-4601

Telephone: 202-712-4410  
Facsimile: 202-216-3369

**2. Description of why some requests are not granted.**

USAID sometimes was required to withhold requested information under one or more of the FOIA's exemptions. The numbers of instances in which USAID used an exemption in Fiscal Year 2008 are listed in Section V.B.3. Exemptions 3 and/or 4 normally were used to protect commercial or financial information provided by contractors and grantees. Exemption 5 was used to protect vital deliberative-process information or attorney-client information. Exemption 6 was used to protect the privacy of individuals named in documents. At times, a request was not fulfilled for an administrative reason such as "no records" or "request withdrawn". The various types of administrative reasons are listed in Section V.B.4.

**III. Acronyms, Definitions, and Exemptions**

**1. Agency-specific acronyms or other terms**

USAID - U.S. Agency for International Development

**2. Basic terms, expressed in common terminology.**

- 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. **Complex Request** - a FOIA request that an agency using multi-track processing places in a slower track based on the volume and/or complexity of records requested.
- e. **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).
- f. **Exemption 3 Statute** – a federal statute that exempts information from disclosure and which the agency relies on to withhold information under subsection (b)(3A) of the FOIA.
- g. **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.
- h. **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 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.)
- i. **Grant** – an agency decision to disclose all records in full in response to a FOIA request.
- j. **Initial Request** – a request to a federal agency for access to records under the Freedom of Information Act.
- k. **Median Number** – the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.

- l. **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).
  - m. **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.
  - n. **Pending Request or Pending Administrative Appeal** – a request or administrative appeal for which an agency has not taken final action in all respects.
  - o. **Perfect 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.
  - p. **Processed Request or Processed Administrative Appeal** – a request or administrative appeal for which an agency has taken final action in all respects.
  - q. **Simple Request** - a FOIA request that an agency using multi-track processing places in its fastest (non- expedited) track based on the volume and/or simplicity of records requested.
  - r. **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).
3. **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

Statute	Type of Information Withheld	Case Citation	Total Number of Times Relied upon by Agency
Federal Property and Administrative Services Act, 41 U.S.C. § 253b(m)	Places restrictions on the release of proposal information submitted by a contractor in response to the requirement of a competitive solicitation.	<u>Hornbostel v. United States Dep't of the Interior</u> , 305 F. Supp. 2d 21, 30 (D.D.C. 2003)	9
United States Internal Revenue Code, 26 U.S. C. § 6103	Places restrictions on the release of tax return information.	<u>Church of Scientology v IRS</u> , 484 U.S. 9 (1987)	10

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
Agency Overall	312*	278	279	311

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									
			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	Total
58	91	9	45	3	52	4	1	0	2	10	4	279

\* In our FY2007 report, 273 pending requests were reported. In FY2008, we adopted a new FOIA automated processing system, this system reports a FY2007 pending (backlog) of 312 requests. We have extensively reviewed our migration data and cannot account for this discrepancy. We have adopted the 312 figure as our new pending requests baseline.



**B. (2) Disposition of FOIA Requests - "Other" Reasons for "Full Denials Based on Reasons Other than Exemptions"**

<b>Description of "Other" Reasons for Denials from Chart B (1) &amp; Number of Times Those Reasons Were Relied upon</b>	<b>Total</b>
1) Unable to provide documents in requested format, requester was given Agency website address for responsive information.	1
2) No response to continue processing interest letter.	1
3) Case Folder lost	1
4) Training Folder	1

**B. (3) Disposition of FOIA Requests - Number of Times Exemptions Applied**

	<b>Ex. 1</b>	<b>Ex. 2</b>	<b>Ex. 3</b>	<b>Ex. 4</b>	<b>Ex. 5</b>	<b>Ex. 6</b>	<b>Ex. 7(A)</b>	<b>Ex. 7(B)</b>	<b>Ex. 7(C)</b>	<b>Ex. 7(D)</b>	<b>Ex. 7(E)</b>	<b>Ex. (F)</b>	<b>Ex. 8</b>	<b>Ex. 9</b>
<b>Agency Total</b>	2	17	28	57	9	50	0	0	0	0	0	0	0	0

**VI. Administrative Appeals of Initial Determinations of FOIA Requests**

**A. Received, Processed and Pending Administrative Appeals**

<b>Number of Appeals Pending as of Start of Fiscal Year</b>	<b>Number of Appeals Received in Fiscal Year</b>	<b>Number of Appeals Processed in Fiscal Year</b>	<b>Number of Appeals Pending as of End of Fiscal Year</b>
2	7	4	5

**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
2	1	1	0	4

**C. (1) Reasons for Denial on Appeal - Number of Times Exemptions Applied**

Ex. 1	Ex. 2	Ex. 3	Ex. 4	Ex. 5	Ex. 6	Ex. 7(A)	Ex. 7(B)	Ex. 7(C)	Ex. 7(D)	Ex. 7(E)	Ex. 7(F)	Ex. 8	Ex. 9
			2	1									

**C. (2) Reasons for Denial on Appeal - Reasons Other than Exemptions**

No Record	Records Referred at Initial Request Level	Request Withdrawn	Fee-Related Reason	Records not Reasonably Described	Improper Request for Other Reasons	Not Agency Record	Duplicated Request or Appeal	Request in Litigation	Appeal Based Solely on Denial of Request for Expedited Processing	Other
0	0	0	0	0	0	0	0	0	0	0

**C. (3) Reasons for Denial on Appeal - "Other" Reasons**

Description of "Other" Reasons for Denial on Appeal from Char C(2) & Number of Times Those Reasons Were Relied upon	Total
0	0

**C. (4) Response Time for Administrative Appeals**

<b>Median Number of Days</b>	<b>Average Number of Days</b>	<b>Lowest Number of Days</b>	<b>Highest Number of Days</b>
<b>290</b>	<b>279</b>	<b>207</b>	<b>387</b>

**C. (5) Ten Oldest Pending Administrative Appeals**

	<b>10<sup>th</sup> Oldest Appeal</b>	<b>9th</b>	<b>8th</b>	<b>7th</b>	<b>6th</b>	<b>5th</b>	<b>4th</b>	<b>3rd</b>	<b>2nd</b>	<b>Oldest Appeal</b>
<b>Date</b>						<b>08/05/2008</b>	<b>07/17/2008</b>	<b>06/13/2008</b>	<b>02/10/2008</b>	<b>11/17/2007</b>
<b>Days Pending</b>						<b>207</b>	<b>220</b>	<b>243</b>	<b>336</b>	<b>387</b>

**VII. \*FOIA Requests: Response Time for Processed and Pending Requests**

**A. Processed Requests - Response Time for All Processed Perfected Requests**

	Simple				Complex				Expedited Processing			
	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
Agency Overall												

**B. Processed Requests - Response Time for Perfected Requests in Which information Was Granted**

	Simple				Complex				Expedited Processing			
	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
Agency Overall												

\*We are unable to calculate response times for processed, pending and expedited requests (Sections A-D), at this time. We began tracking at the beginning of FY2009 and will report results in the next (FY2009) Annual Report.

**C. Processed Requests - Response Time in Day Increments**

**Simple Request**

	1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181 - 200 Days	201- 300 Days	301- 400 Days	401 + Days	Total
Agency Overall														

**Complex Request**

	1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181 - 200 Days	201- 300 Days	301- 400 Days	401 + Days	Total
Agency Overall														

**Requests Granted Expedited Processing**

	1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181 - 200 Days	201- 300 Days	301- 400 Days	401 + Days	Total
Agency Overall														

**D. Pending Requests - All**

**Pending Perfected Requests**

	Simple			Complex			Expedited Processing		
	Number Pending	Median Number of Days	Average Number of Days	Number Pending	Median Number of Days	Average Number of Days	Number Pending	Median Number of Days	Average Number of Days
Agency Overall									

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

Agency Overall	10 <sup>th</sup> Oldest Request and Number of Days Pending	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Request and Number of Days Pending
	10/18/2004 1044	4/8/2004 1187	2/23/2004 1220	2/20/2004 1221	12/2/2003 1275	12/1/2003 1276	9/3/2003 1337	7/25/2002 1616	7/5/2002 1639	4/26/2002 1695

**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
Agency Overall					

**B. Requests for Fee Waiver**

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
Agency Overall				

\* We began tracking expedited and fee waiver requests at the beginning of FY2009 and will report results in the next (FY2009) Annual Report.

**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
Agency Overall	6.00	2.25	8.25	\$893,549.00		\$893,549.00

**X. Fees Collected for Processing Requests**

	Total Amount of Fees Collected	Percentage of Total Costs
Agency Overall	\$2,518.00	0.281798

**XI. FOIA Regulations**

The U.S. Agency for International Development’s FOIA regulations and fee schedule are located at <http://www.usaid.gov/about/foia/foireg.htm>

**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
Agency Overall	116	5

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

Agency Overall	Number of Consultations Received from Other Agencies that Were Pending at the beginning of Fiscal Year	Number of Consultations Received from Other Agencies During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Processed During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Pending at the End of the Fiscal Year
	*	10	9	1

\* USAID did not track the receipt and processing of consultations prior to FY-08.

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

Pending Consultation(s)	Date of Receipt	Number of days pending
1	9/29/2008	1

**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 FY 2007	Number Received During FY 2008	Number Processed During FY 2007	Number Processed During FY 2008
Agency Overall	261	278	267	279

	Number of Backlogged Requests as of End of FY 2007	Number of Backlogged Requests as of End of FY 2008
Agency Overall	107	116

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

	Number of Appeals Received		Number of Appeals Processed	
	Number Received During FY 2007	Number Received During FY 2008	Number Processed During FY 2007	Number Processed During FY 2008
Agency Overall	15	7	12	4

	Number of Backlogged Appeals as of End of FY 2007	Number of Backlogged Appeals as of End of FY 2008
Agency Overall	1	5