



U.S. DEPARTMENT OF THE TREASURY

FREEDOM OF INFORMATION ACT

ANNUAL REPORT TO THE ATTORNEY GENERAL

FOR FISCAL YEAR 2010

Disclosure Services

December 6, 2010

DEPARTMENT OF THE TREASURY

The Departmental Offices (DO)

Alcohol and Tobacco Tax and Trade Bureau (TTB)

Office of the Comptroller of the Currency (OCC)

Bureau of Engraving and Printing (BEP)

Financial Management Service (FMS)

Internal Revenue Service (IRS)

United States Mint (MINT)

Bureau of the Public Debt (BPD)

Office of Thrift Supervision (OTS)

Treasury Inspector General for Tax Administration (TIGTA)

Financial Crimes Enforcement Network (FinCEN)



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 FOR FISCAL YEAR 2010

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I. BASIC INFORMATION REGARDING REPORT.

This is the Fiscal Year 2010 FOIA Report for the Department of the Treasury. For purposes of administering the FOIA, the Department is divided into 10 bureaus. Each bureau is responsible for those records under its control, and each bureau will post its report on its own web site. Disclosure Services prepared the report in collaboration with the bureau FOIA Officers.

Questions about the report may be directed to:

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FOIA Request

Disclosure Services

Department of the Treasury

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Treasury Department FOIA Home Page: www.treas.gov/foia/

Paper copies of this report may be obtained by contacting Disclosure Services or by downloading from the Treasury FOIA website at: INSERT WEBSITE

II. MAKING A FOIA REQUEST.

The Department of the Treasury's Guide to Accessing Treasury Records is available at www.treas.gov/foia/, or by contacting Disclosure Services, as described above.

1. Names, addresses, and numbers of Treasury bureau FOIA officers.

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2. Brief description of why some requests are not granted and an overview of certain general categories of the Department's records to which the FOIA exemptions apply.

The most common reasons reported by the bureaus regarding why requests for records could not be granted were: (1) protecting personal privacy; (2) deliberative process privilege; (3) the records reflected the internal practices involved in investigations or inspections; (4) the records contained confidential taxpayer information and other statutorily protected information; and (5) the records contained contractor confidential and proprietary commercial information. Others: records did not exist; procedural requirements were not followed.

III. ACRONYMS, DEFINITIONS, AND EXEMPTIONS

1. Agency-specific acronyms or terms used in this Report:

BEP	Bureau of Engraving and Printing
BPD	Bureau of the Public Debt
DO	Departmental Offices
FinCEN	Financial Crimes Enforcement Network
FMS	Financial Management Service
IRS	Internal Revenue Service
MINT	United States Mint
OCC	Office of the Comptroller of the Currency
OTS	Office of Thrift Supervision
TIGTA	Treasury Inspector General (Tax Administration)
TTB	Alcohol and Tobacco Tax and Trade Bureau

2. Basic 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 entirety 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. **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.
- 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 20 working days from receipt of a "perfected" FOIA request).

3. 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. Exemption 3 Statutes Relied upon to Withhold Information

Statute	Type of Information Withheld	Case Citation	Component	Number of Times Relied upon per Component	Total Number of Times Relied upon per Agency
26 U.S.C. 6103			DO	1	2076
	Taxpayer Information	<i>Church of Scientology Int'l v. United States Dep't of Justice</i> , 30 F.3d 224, 235 (1st Cir. 1994).	TTB	16	
			OCC	0	
			BEP	0	

Statute	Type of Information Withheld	Case Citation	Component	Number of Times Relied upon per Component	Total Number of Times Relied upon per Agency
	Tax Return Information		FMS	46	
	Confidential Returns and Return Information: 26 USC § 6103 prohibits the disclosure of (1) tax returns and return information of third party taxpayers (section 6103(a)); (2) the standards used for selection of returns for examination (section 6103(b)(2)); and (3) a requester’s own return information if the release would seriously impair federal tax administration (section 6103(e)(7)).	<i>Church of Scientology v. IRS</i> , 484 U.S. 9 (1987); <i>White v. IRS</i> , 707 F.2d 897 (6th Cir. 1983); <i>Aronson v. IRS</i> , 973 F.2d 962 (1st Cir. 1992); <i>Stebbins v. Sullivan</i> , No. 90-5361, slip op. at 1 (D.C. Cir. July 22, 1992); <i>Wishart v. Commissioner</i> , C-97-20614-SW (N.D. Cal., decided August 6, 1998); <i>Gillin v. IRS</i> , No. 90-31 (D.N.H. Apr. 15, 1991), <i>aff’d</i> , 980 F.2d 819 (1st Cir. 1992); <i>Casa Investors, Ltd. v. Gibbs</i> , No. 88-2485, 1990 WL 180703 (D.D.C. Oct. 11, 1990); <i>White v. IRS</i> , 707 F.2d 897 (6th Cir. 1983); <i>Chamberlain v. Kurtz</i> , 589 F.2d 827 (5th Cir.1979), <i>cert. denied</i> , 444 U.S. 842 (1979); <i>and others</i>	IRS	1972	
			MINT	0	
			BPD	0	
			OTS	0	
			TIGTA	41	
			FinCEN	0	

31 U.S.C. 5319			DO	0	144
			TTB	0	
			OCC	0	
			BEP	0	
			FMS	0	
			IRS	0	
			MINT	0	
			BPD	0	
			OTS	0	
			TIGTA	0	
		BSA Records	<i>Small v. IRS</i> , 820 F. Supp. 163 (D.N.J. 1992)	FinCEN	

26 U.S.C. 6105			DO	0	15
			TTB	0	
			OCC	0	
			BEP	0	
			FMS	0	
		Confidential information arising under treaty obligations	<i>Tax Analysts v. IRS</i> , 217 F. Supp. 2d 23 (D.D.C. 2002)	IRS	
			MINT	0	
			BPD	0	

Statute	Type of Information Withheld	Case Citation	Component	Number of Times Relied upon per Component	Total Number of Times Relied upon per Agency
			OTS	0	
			TIGTA	0	
			FinCEN	0	

Rule 6(e) of the Federal Rules of Criminal Procedure			DO	0	20
			TTB	0	
			OCC	0	
			BEP		
			FMS	0	
	Part of the Federal Rules of Criminal Procedure – Grand Jury Secrecy: regulates matters occurring before the Grand Jury. Used to withhold records used in Grand Jury proceedings	<i>Fund for Constitutional Gov't v. Nat'l Archives & Records vc.</i> , 656 F.2d 856, 867 (D.C. Cir. 1981); <i>Walston v. U.S. Dep't of Justice</i> , 799 F. Supp. 193, 195 (D.D.C. 1992).	IRS	18	
			MINT	0	
			BPD	0	
			OTS	0	
			TIGTA	2	
		FinCEN	0		

18 U.S.C. 701			DO	0	20
			TTB	0	
			OCC	0	
			BEP	0	
			FMS	0	
	Official Badges, identification cards. Prohibits the reproduction of official identification media. Used to withhold copies of IRS employee identification badges and pocket commissions.	Not litigated	IRS	20	
			MINT	0	
			BPD	0	
			OTS	0	
			TIGTA	0	
		FinCEN	0		

Statute	Type of Information Withheld	Case Citation	Component	Number of Times Relied upon per Component	Total Number of Times Relied upon per Agency
41 U.S.C. 253 (b)			DO	1	3
			TTB	0	
			OCC	0	
			BEP	0	
			FMS	0	
	Protects the solicitations of unsuccessful bidders in a competitive proposal. This provision is used to withhold the unsuccessful bidder's contract proposal as well as information in the winning solicitation that was not incorporated into the contract.	<i>Hornbostel v. Dept of Interior</i> , No.02-0523, 2003 WL 23303294 (D.D.C., 2003)	IRS	2	
			MINT	0	
			BPD	0	
			OTS	0	
			TIGTA	0	
			FinCEN	0	

5 U.S.C. 7114			DO	1	2
			TTB	0	
			OCC	0	
			BEP	0	
			FMS	0	
	Delineates the rights and duties of a labor organization which is the exclusive representative of the employees in the unit it represents.	<i>Dublin v. Dept. of the Treasury</i> , 555 F. Supp. 408, 412 (N.D. Ga. 1981), <i>aff'd</i> , 697 F.2d 1093 (unpublished table decision); <i>NTEU v. OPM</i> , No. 76-695, slip op at 49 (D.D.C. July 9, 1979).	IRS	1	
			MINT	0	
			BPD	0	
			OTS	0	
			TIGTA	0	
			FinCEN	0	

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
DO	1766	922	2338	350
TTB	1	94	94	1
OCC *	87	1946	1926	104
BEP	0	82	82	0
FMS	2	332	321	13
IRS	881	12027	12300	608
MINT	2	129	127	4
BPD	0	135	134	1
OTS	44	774	778	40
TIGTA **	16	274	267	23
FinCEN	2	196	197	1
				0
AGENCY OVERALL	2801	16911	18563	1145

Notes:

Two (2) corrections to the number of requests pending at the end of FY09 are corrected in this report.

*OCC reported the number of requests pending at the end of FY09 as "35." The correct figure is "87," and therefore the number of requests pending as of the start of FY10 has been amended to "87."

** TIGTA reported the number of requests pending at the end of FY09 as "18." The correct figure is "16," and therefore the number of requests pending as of the start of FY10 has been amended to "16".

B. (1) Disposition of FOIA Requests – All Processed Requests (continued below)

	Number of Full Grants	Number of Partial Grants/ Partial Denials	Number of Full Denials Based on Exemptions
DO	76	182	24
TTB	16	26	9
OCC	1337	153	85
BEP	38	7	2
FMS	47	95	59
IRS	4463	2124	176
MINT	55	17	2
BPD	37	21	4
OTS	420	124	30
TIGTA	16	116	5
FinCEN	10	47	95
AGENCY OVERALL	6515	2912	491

B.(1) Disposition of FOIA Requests (continued from above)

	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	TOTAL
DO	55	1501	67	150	60	121	41	27	34	2338
TTB	21	9	5	4	0	0	2	2	0	94
OCC	50	13	20	1	11	1	149	22	84	1926
BEP	22	7	2	2	0	2	0	0	0	82
FMS	18	9	4	29	7	1	38	0	14	321
IRS	1204	180	157	142	751	2987	52	64	0	12300
MINT	23	4	4	7	2	12	1	0	0	127
BPD	36	15	1	0	1	6	12	1	0	134
OTS	68	0	36	0	9	33	31	1	26	778
TIGTA	27	3	4	1	2	66	23	4	0	267
FinCEN	32	8	0	0	0	4	1	0	0	197
AGENCY OVERALL	1556	1749	300	336	843	3233	350	121	158	18564

B. (2) Disposition of FOIA Requests – “Other” Reasons for “Full Denials Based on Reasons Other than Exemptions (from Section V. B(1) Chart

	Description of "Other" Reasons for Denials from Chart B(1) & Number of Times Those Reasons Were Relied Upon	TOTAL
DO	no response to still interested letter- 20, Glomar response- 1, referred to records online- 11, records previously furnished- 2	34
OCC	Closed without Determination 27, No Records - Records Retention 2, Handled via Telephone 21, Records Previously Furnished 6 , other- 2, No Records - Records Misplaced 10, Not a FOIA request 16	84
FMS	Available online 2, available next month 2, need date range to search 4, need payee ID to search 4, referred to FMS in error 1 , processing would interfere with FMS's accounting 1.	14
OTS	Handled by telephone, fax or website	26

B. (3) Disposition of FOIA Requests - 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
DO	3	15	4	26	30	105	6	3	10	3	5	6	1	0
TTB	0	1	17	8	5	13	2	0	0	0	1	0	0	0
OCC	0	1	0	83	39	72	0	1	7	0	1	1	158	0
BEP	0	2	0	1	4	4	0	0	0	0	0	0	0	0
FMS	0	3	46	7	2	120	0	0	1	0	0	0	0	0
IRS	0	101	2039	55	508	471	331	0	793	40	813	6	0	0
MINT	0	2	0	4	8	15	0	0	2	0	0	1	0	0
BPD	0	3	0	5	2	13	0	0	0	0	0	0	0	0
OTS	0	3	0	115	5	82	2	0	2	0	10	0	121	0
TIGTA	0	11	42	1	9	3	2	0	114	12	7	0	0	0
FinCEN	0	15	146	2	8	9	0	0	34	0	36	0	0	0
AGENCY OVERALL	3	157	2294	307	620	907	343	4	963	55	873	14	280	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
DO	29	23	20	32
TTB	5	1	6	0
OCC	13	45	46	12
BEP	0	2	2	0
FMS	0	4	4	0
IRS	60	263	288	35
MINT	0	3	3	0
BPD	0	2	2	0
OTS	0	9	8	1
TIGTA	1	17	18	0
FinCEN	0	3	3	0
AGENCY OVERALL	108	372	400	80

B. Disposition of Administrative Appeals – All Processed Appeals

	Number Affirmed on Appeal	Number of Partially Affirmed & Partially Reversed/ Remanded on Appeal	Number of Completely Reversed/Remanded on Appeal	Number of Appeals Closed for Other Reasons	TOTAL
DO	15	1	2	2	20
TTB	4	2	0	0	6
OCC	2	26	11	7	46
BEP	2	0	0	0	2
FMS	4	0	0	0	4
IRS	287	1	0	0	288
MINT	1	0	1	1	3
BPD	2	0	0	0	2
OTS	1	6	1		8
TIGTA	6	10	1	1	18
FinCEN	2	1	0	0	3
AGENCY OVERALL	326	47	16	11	400

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
DO	0	1	1	2	3	1	0	0	0	0	0	0	0	0
TTB	0	0	1	1	1	0	1	0	0	0	0	0	0	0
OCC	0	0	0	0	3	20	0	0	17	0	0	0	14	1
BEP	0	1	0	0	0	0	0	0	0	0	0	0	0	0
FMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IRS	0	5	84	2	42	33	32	0	37	2	38	0	0	0
MINT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BPD	0	0	0	0	0	3	0	0	0	0	0	0	0	0
OTS	0	1		4	1	3	0	0	0	0	0	0	0	0
TIGTA	0	1	5	0	1	0	0	0	15	1	1	0	0	0
FinCEN	0	1	2	0	0	0	0	0	1	0	1	0	0	0
AGENCY OVERALL	0	10	93	9	51	60	33	0	70	3	40	0	14	1

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 Request for Other Reasons	Not Agency Record	Duplicate Request or Appeal	Request in Litigation	Appeal Based Solely on Denial of Request for Expedited Processing	Other *Explain in chart below
DO	1	0	2	1	0	0	1	0	0	0	2
TTB	0	0	0	0	0	0	0	0	0	0	0
OCC	1	0	2	0	0	0	0	1	0	0	4
BEP	1	0	0	0	0	0	0	0	0	0	0
FMS	1	0	0	0	0	0	1	0	0	0	2
IRS	38	1	0	4	5	10	0	1	1	0	26
MINT	1	0	0	1	0	0	0	1	0	0	0
BPD	0	0	0	0	0	0	0	0	1	0	0
OTS	0	0	0	0	0	0	0	0	0	0	0
TIGTA	0	0	1	0	0	0	0	0	0	0	2
FinCEN	0	0	0	0	0	0	0	0	0	0	0
TOTAL	43	1	5	6	5	10	2	3	2	0	36

C. (3) Reasons for Denial on Appeal – “Other” Reasons from Section VI. C (2) Chart

	Description of "Other" Reasons for Denials from Chart B(1) & Number of Times Those Reasons Were Relied Upon	TOTAL
DO	26 U.S.C. 6103 b 2, unable to locate-no forwarding address	2
OCC	no records 1, appealed by determination 1, closed without determination 2	4
FMS	Need additional information to search, would interfere with FMS's accounting system	2
IRS	17-late filed, 7-all available records or data provided, 2-unable to locate/files in transit	26
TIGTA	Out of scope-1 and Glomar-1 were used	2

C. (4) response Time for Administrative Appeals

	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
DO	63	308	15	3787
TTB	20.0	20	20	20
OCC	27.5	36.8	0	184
BEP	19	19.5	19	20
FMS	15	15	11	17
IRS	65	83	8	739
MINT	8	6	1	8
BPD	17	17	16	18
OTS	30	185	16	125
TIGTA	14.5	18.2	1	108
FinCEN	33	26.6	8	39
TOTAL:	55	82.76	0	3787

C. (5) Ten Oldest Pending Administrative Appeals

		10th Oldest Appeal	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Appeal
DO	Date of Receipt	5/28/2009	11/27/2008	7/3/2008	7/3/2008	4/18/2008	9/18/2007	5/4/2007	11/12/2004	11/4/2004	11/4/2004
	# of Days Pending	410	592	634	634	710	818	955	1648	1656	1656
TTB	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OCC	Date of Receipt	8/4/2010	6/1/2010	5/20/2010	3/15/2010	12/23/2009	10/19/2009	10/9/2009	10/6/2009	8/10/2009	4/3/2009
	# of Days Pending	40	85	92	140	194	239	244	247	287	376
BEP	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FMS	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
IRS	Date of Receipt	8/16/2010	8/16/2010	8/12/2010	8/12/2010	8/4/2010	7/9/2010	5/26/2010	5/25/2010	5/6/2010	4/30/2010
	# of Days Pending	45	45	49	49	57	83	127	128	147	153
MINT	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BPD	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OTS	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3/2/2010
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	149
TIGTA	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FinCEN	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Agency Overall	Date of Receipt	5/28/2009	11/27/2008	7/3/2008	7/3/2008	4/18/2008	9/18/2007	5/4/2007	11/12/2004	11/4/2004	11/4/2004
	# of Days Pending	410	592	634	634	710	818	955	1648	1656	1656

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

A. Processed 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
DO	N/A	N/A	N/A	N/A	139	359.86	0	2722	6	6.3	1	44
TTB	8	7	0	34	23	14	0	33	0	0	0	0
OCC	6	11.46	0	131	26	27.23	0	185	5	6.92	0	33
BEP	16	10.4	1	20	15	11	4	20	0	1	1	1
FMS	N/A	N/A	N/A	N/A	5	7	1	32	N/A	N/A	N/A	N/A
IRS	N/A	N/A	N/A	N/A	13	17.5	0	949	7	8	0	18
MINT	N/A	N/A	N/A	N/A	8	10	1	20	3	3	1	5
BPD	N/A	N/A	N/A	N/A	6	8.2	1	71	N/A	N/A	N/A	N/A
OTS	8	21	0	654	N/A	N/A	N/A	N/A	13	13	13	13
TIGTA	10	12.9	<1	49	18	18.13	<1	82	10	10	10	10
FinCEN	2	1.4	1	6	5	6.5	2	22	1	1	1	1
Agency Overall	6	17.79	0	654	12	14.02	0	2722	13	21.10	0	44

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
DO	N/A	N/A	N/A	N/A	102	284.6	<1	2722	6	6.3	1	44
TTB	10	6.27	0	14	15	14.4	0	23	0	0	0	0
OCC	5	10.56	0	131	24	33.48	2	185	5	7.34	0	33
BEP	16	14	1	19	15	11	4	20	0	0	0	1
FMS	N/A	N/A	N/A	N/A	12	11	1	32	N/A	N/A	N/A	N/A
IRS	N/A	N/A	N/A	N/A	14	15.15	0	198	7	9.18	0	18
MINT	N/A	N/A	N/A	N/A	8	9	1	20	N/A	N/A	N/A	N/A
BPD	N/A	N/A	N/A	N/A	9	11.758	1	71	N/A	N/A	N/A	N/A
OTS	3	11	0	319	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIGTA	19	22.62	7	49	20	26.67	8	82	10	10	10	10
FinCEN	2	1.8	1	3	5	6.3	2	22	N/A	N/A	N/A	N/A
Agency Overall	4	11.77	0	319	14	15.10	0	2722	7.5	9.25	0	44

C. Processed Requests – Response Time in Day Increments

Simple Requests

	1-20	21-40	41-60	61-80	81-100	101-120	121-140	141-160	161-180	181-200	201-300	301-400	400+	Total
DO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
TTB	65	1	0	0	0	0	0	0	0	0	0	0	0	66
OCC	1455	174	48	16	12	7	4	0	0	0	0	0	0	1716
BEP	78	0	0	0	0	0	0	0	0	0	0	0	0	78
FMS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
IRS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
MINT	127	0	0	0	0	0	0	0	0	0	0	0	0	127
BPD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
OTS	567	139	30	10	14	1	3	1	3	0	4	6	0	778
TIGTA	91	13	5	0	0	0	0	0	0	0	0	0	0	109
FinCEN	106	0	0	0	0	0	0	0	0	0	0	0	0	106
Agency Overall	2489	327	83	26	26	8	7	1	3	0	4	6	0	2980

Complex Requests

	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	400+ days	TOTAL
DO	46	22	28	22	18	11	16	37	11	25	12	4	6	258
TTB	20	5	1	0	0	0	0	0	0	0	0	0	0	26
OCC	29	33	10	4	0	0	0	0	0	1	0	0	0	77
BEP	4	0	0	0	0	0	0	0	0	0	0	0	0	4
FMS	314	7	0	0	0	0	0	0	0	0	0	0	0	321
IRS	6575	1537	575	151	51	27	18	7	11	11	13	13	8	8997
MINT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BPD	126	7	1	1	0	0	0	0	0	0	0	0	0	135
OTS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
TIGTA	1	0	0	0	0	0	0	0	0	0	0	0	0	1
FinCEN	81	1	0	0	0	0	0	0	0	0	0	0	0	82
Agency Overall	7196	1612	615	178	69	38	34	44	22	37	25	17	14	9901

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	400+ days	TOTAL
DO	43	4	1	0	0	0	0	0	0	0	0	0	0	48
TTB	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OCC	122	10	0	0	0	0	0	0	0	1	0	0	0	133
BEP	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
FMS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1
IRS	16	0	0	0	0	0	0	0	0	0	0	0	0	16
MINT	2	0	0	0	0	0	0	0	0	0	0	0	0	2
BPD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
OTS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
TIGTA	1	16	16	22	9	8	0	0	0					72
FinCEN	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Agency Overall	186	30	17	22	9	8	0	0	0	1	0	0	0	272

D. Pending 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
DO	N/A	N/A	N/A	566	284.5	481.97	0	6	8
TTB	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OCC	73	19	27	5	42	39	4	15.5	14
BEP	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FMS	N/A	N/A	N/A	13	2	4	N/A	N/A	N/A
IRS	N/A	N/A	N/A	607	14	27.77	1	1	1
MINT	N/A	N/A	N/A	4	2	5	N/A	N/A	N/A
BPD	N/A	N/A	N/A	1	1	1	N/A	N/A	N/A
OTS	40	9	64	N/A	N/A	N/A	N/A	N/A	N/A
TIGTA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FinCEN	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Agency Overall	113	6	12.52	1196	22	167.46	5	4	6.48

E. Pending Request – Ten Oldest Pending Perfected Requests

		10th Oldest Request	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Request
DO	Date of Receipt	7/1/2003	6/23/2003	6/9/2003	4/3/2003	3/7/2003	12/18/2002	10/22/2002	10/4/2002	9/9/2002	7/1/2002
	# of Days Pending	2984	2991	3006	3074	3101	3178	3234	3252	3280	3348
TTB	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OCC	Date of Receipt	6/28/2010	6/28/2010	6/28/2010	6/28/2010	6/18/2010	6/18/2010	6/18/2010	6/21/2010	6/21/2010	5/25/2010
	# of Days Pending	69	69	69	69	75	75	75	74	74	93
BEP	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FMS	Date of Receipt	9/30/2010	9/29/2010	9/28/2010	9/28/2010	9/27/2010	9/23/2010	9/21/2010	9/20/2010	9/14/2010	9/14/2010
	# of Days Pending	1	1	2	2	3	5	7	8	12	12
IRS	Date of Receipt	01/04/10	10/21/09	10/02/09	05/28/09	05/20/09	04/06/09	02/17/09	12/11/08	12/11/08	10/09/08
	# of Days Pending	188	237	249	338	343	375	409	452	452	494
MINT	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	9/28/2010	9/28/2010	9/28/2010	9/10/2010
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	2	2	2	14
BPD	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OTS	Date of Receipt	9/2/2010	7/19/2010	5/14/2010	1/21/2010	12/8/2009	11/17/2009	11/10/2009	2/17/2009	2/5/2009	2/25/2008
	# of Days Pending	25	60	104	184	213	227	231	427	434	654
TIGTA	Date of Receipt	9/21/2010	9/20/2010	9/20/2010	9/17/2010	9/17/2010	9/14/2010	9/13/2010	9/8/2010	8/19/2010	8/19/2010
	# of Days Pending	7	8	8	9	9	12	13	16	29	29
FinCEN	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9/30/2010
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1
Agency Overall	Date of Receipt	7/1/2003	6/23/2003	6/9/2003	4/3/2003	3/7/2003	12/18/2002	10/22/2002	10/4/2002	9/9/2002	7/1/2002
	# of Days Pending	2984	2991	3006	3074	3101	3178	3234	3252	3280	3348

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
DO	20	27	6	6.3	38
TTB	0	0	0	0	0
OCC	135	68	0	1.8	193
BEP	1	0	1	0	1
FMS	0	1	14	14	0
IRS	6	11	6	7.5	13
MINT	2	0	3	3	2
BPD	0	0	0	0	0
OTS	0	1	2	2	1
TIGTA	1	2	9	10	2
FinCEN	1	0	1	1	1
Agency Overall	166	110	2	2.66	251

B. Requests for Fee Waiver

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
DO	62	149	28	53
TTB	2	0	10	14.5
OCC	7	0	0	0
BEP	N/A	N/A	N/A	N/A
FMS	2	11	1	2
IRS	54	29	0	7
MINT	4	2	19	17
BPD	N/A	N/A	N/A	N/A
OTS	N/A	N/A	N/A	N/A
TIGTA	1	1	5	5
FinCEN	N/A	N/A	N/A	N/A
Agency Overall	132	192	0	19.3

IX. FOIA PERSONNEL AND COSTS

	Personnel			Costs		Total 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	
DO	21	4.5	25.5	\$2,404,563	\$163,735	\$ 2,568,298.00
TTB	1	1.8	2.8	\$149,946.00	0	\$149,946.00
OCC	6	5	11	\$884,177.87	0	\$884,177.87
BEP	2	0	2	\$213,678.00	0	\$213,678.00
FMS	0	4.14	4.14	\$432,952.22	\$5,000.00	\$437,952.22
IRS	8	53.1	61.1	\$8,196,666.62	\$311,939.79	\$8,508,606.41
MINT	2	0	2	\$213,991.00	0	\$213,991.00
BPD	1	0.2	1.2	\$150,000.00	0	\$150,000.00
OTS	2	3	5	\$412,209.00	0	\$412,209.00
TIGTA	0	2.66	2.66	\$ 332,819.00	0	\$ 332,819.00
FinCEN	1	0.7	1.7	\$172,943.00	\$ 5,880.00	\$178,823.00
Agency Overall	44	75.1	119.1	\$13,563,945.71	\$486,554.79	\$14,050,500.50

X. FEES COLLECTED FOR PROCESSING REQUESTS

	Total Amount of Fees Collected	Percentage of Total Costs
DO	\$ 205,118.00	8%
TTB	\$ 6,015.23	4%
OCC	\$ 153,875.70	17%
BEP	\$1,152.47	1%
FMS	\$ 20,631.59	5%
IRS	\$ 268,177.92	3%
MINT	\$ 250.00	0%
BPD	\$ 956.87	1%
OTS	\$51,320.00	12%
TIGTA	\$188.80	0%
FinCEN	0	0%
Agency Overall	\$ 707,686.58	5%

XI. FOIA REGULATIONS

Agencies must provide an electronic link to their FOIA regulations, including their fee schedule.

DO: http://www.access.gpo.gov/nara/cfr/waisidx_09/31cfr1_09.html

TTB: <http://www.ttb.gov/foia/>

OCC: <http://www.occ.treas.gov/foia/foia.htm> and <http://www.occ.treas.gov/foia/foiafees.htm>

BEP: <http://www.moneyfactory.gov/section.cfm/14>

FMS: <http://fms.treas.gov/foia>

IRS: <http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=26&PART=601&SECTION=702&TYPE=TEXT>

MINT: www.usmint.gov

BPD: <http://www.treasurydirect.gov/foia.htm> and
http://edocket.access.gpo.gov/cfr_2001/julqtr/pdf/31cfr1.7.pdf

OCC: <http://www.ots.treas.gov/?p=FreedomOfInformationAct>

TIGTA: http://www.treas.gov/tigta/important_foia.shtml

FinCEN: http://www.fincen.gov/foia/foia_fees.html and http://www.fincen.gov/foia/foia_policies.html

XII. BACKLOGS, CONSULTATIONS, AND COMPARISONS

A. Backlogs of FOIA Requests and Administrative Appeals

1. Provide below the number of FOIA requests and administrative appeals that were pending beyond the statutory time period as of the end of the fiscal year. (Such requests and appeals are considered “backlogged.”)
2. Note: The statutory time period is ordinarily 20 working days from receipt of a perfected request, see 5 U.S.C. § 552(a)(6)(A)(i), but may be extended up to 10 additional working days when “unusual circumstances” are present, see id. § 552(a)(6)(B)(i),

	Number of Backlogged Appeals as of End of Fiscal Year 10	Number of Backlogged Requests as of End of Fiscal Year 10
DO	30	282
TTB	0	0
OCC	8	10
BEP	0	0
FMS	0	0
IRS	11	118
MINT	0	0
BPD	0	0
OTS	1	9
TIGTA		
FinCEN	0	0
Agency Overall	50	419

3. 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 as of the 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 During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Pending as of the End of the Fiscal Year
DO	6	23	18	11
TTB	0	0	0	0
OCC	0	0	0	0
BEP	0	1	1	0
FMS	1	47	47	1
IRS	0	66	60	6
MINT	0	0	0	0
BPD	0	0	0	0
OTS	0	0	0	0
TIGTA	0	3	2	1
FinCEN	0	4	4	0
Agency Overall	7	144	132	19

C. Consultations on FOIA Requests – Ten Oldest Consultations received from other agencies and Pending at your Agency

		10th	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest
DO	Date of Receipt	9/30/2010	8/9/2010	6/22/2010	6/22/2010	4/22/2010	4/15/2010	1/19/2010	9/28/2009	9/14/2009	7/14/2009
	# of Days Pending	1	39	73	73	116	121	183	264	274	318
TTB	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OCC	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BEP	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FMS	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9/14/2010
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	12
IRS	Date of Receipt	N/A	N/A	N/A	N/A	9/29/2010	9/24/2010	9/24/2010	9/23/2010	9/21/2010	7/8/2010
	# of Days Pending	N/A	N/A	N/A	N/A	1	4	4	5	7	59
MINT	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BPD	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OTS	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TIGTA	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1/15/2010
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	175
FinCEN	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	# of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Agency Overall	Date of Receipt	7/8/2010	6/22/2010	6/22/2010	4/22/2010	4/15/2010	1/19/2010	1/15/2010	9/28/2009	9/14/2009	7/14/2009
	# of Days Pending	59	73	73	116	121	183	175	264	274	318

D. Comparison of Numbers of requests from previous and current annual report – requests received, processed, and backlogged

	Number of Requests Received During Fiscal Year from Last Year's Annual Report	Number of Requests Received During Fiscal Year from Current Annual Report	Number of Requests Processed During Fiscal Year from Last Year's Annual Report	Number of Requests Processed During Fiscal Year from Current Annual Report
DO	1099	922	890	2338
TTB	93	94	1	94
OCC	2681	1946	1181	1926
BEP	71	82	71	82
FMS	322	332	329	321
IRS	14405	12027	14507	12300
MINT	76	129	75	127
BPD	119	135	135	134
OTS	818	774	831	778
TIGTA	218	274	218	267
FinCEN	166	196	166	197
Agency Overall	20068	16911	18404	18564

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 of Appeals Received During Fiscal Year from Last Year's Annual Report	Number of Appeals Received During Fiscal Year from Current Annual Report	Number of Appeals Processed During Fiscal Year from Last Year's Annual Report	Number of Appeals Processed During Fiscal Year from Current Annual Report
DO	36	23	20	20
TTB	7	1	9	1
OCC	24	45	11	46
BEP	8	2	8	2
FMS	8	4	8	4
IRS	241	263	223	288
MINT	3	3	3	3
BPD	3	2	0	3
OTS	8	9	8	8
TIGTA	22	17	26	18
FinCEN	4	3	4	3
Agency Overall	364	372	320	396

	Number of Backlogged Requests as of End of Fiscal Year from Previous Annual Report	Number of Backlogged Requests as of End of Fiscal Year from Current Annual Report
DO	382	282
TTB	0	0
OCC	0	10
BEP	0	0
FMS	0	0
IRS	182	118
MINT	0	0
BPD	0	0
OTS	21	9
TIGTA	0	0
FinCEN	0	0
Agency Overall	585	419

F. Discussion of Other FOIA Activities (Optional)

1. Provide here any further information about the agency's efforts to improve FOIA administration.

<http://www.treas.gov/foia/reading-room/foia-improvement-plan.pdf>

DO: Acquired new tracking software August 2010.

IRS: Upgraded the FOIA tracking system and trained regional employees for 2 week intervals.