



DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING
WASHINGTON, D.C. 20228

October 31, 2008

MEMORANDUM FOR HUGH GILMORE
DEPARTMENTAL DISCLOSURE OFFICER

FROM:

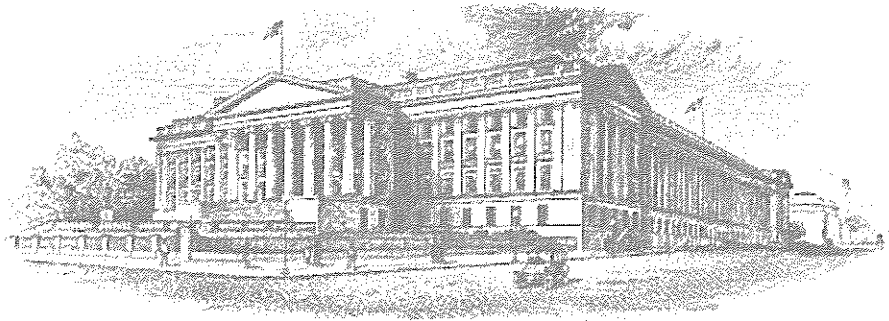
James M. Braun
Disclosure Officer

SUBJECT:

FY 2008 Freedom of Information/Privacy Act
Annual Report

Attached is the Bureau of Engraving and Printing's FY 2008 Freedom of Information/Privacy Act Annual Report. Should you have questions, please contact me at (202) 874-3733.

Attachment



U.S. DEPARTMENT OF THE TREASURY

FREEDOM OF INFORMATION ACT

ANNUAL REPORT TO THE ATTORNEY GENERAL

FOR FISCAL YEAR 2008

Disclosure Services

January 5, 2009

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)

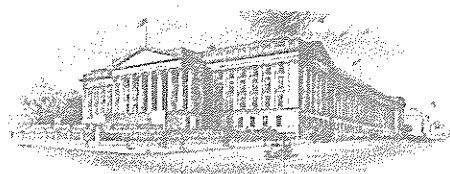
United States Mint (MINT)

Bureau of the Public Debt (BPD)

Office of Thrift Supervision (OTS)

Treasury Inspector General for Tax Administration (TIGTA)

Financial Crimes Enforcement Network (FinCEN)



U.S. DEPARTMENT OF THE TREASURY
FREEDOM OF INFORMATION ACT ANNUAL REPORT
FOR FISCAL YEAR 2008

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 - XI. FOIA Regulations
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-

I. BASIC INFORMATION REGARDING REPORT.

This is the Fiscal Year 2008 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:

Hugh Gilmore, Departmental Disclosure Officer

Disclosure Services

Ph: 202/622-0930; Fax: 202/622-3895

Address:

FOIA Request

Disclosure Services

Department of the Treasury

Washington, DC 20220

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:

<http://www.treas.gov/foia/reports/index.html>, ["FY 2008 FOIA Report to the Attorney General."](#)

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.

Departmental Offices (DO)

Hugh Gilmore
Disclosure Services
Ph: 202/622-0930
Fax: 202/622-3895
Address:
FOIA Request
Department of the Treasury
Washington, DC 20220

Comptroller of the Currency (CC)

Frank Vance
Ph: 202/874-4700
Fax: 202/874-5274
Address:
Disclosure (FOIA) Office
Washington, DC 20219

Alcohol and Tobacco Tax and Trade

Bureau (TTB)

Helen Belt
Ph: 202/927-8210
Fax: 202/927-8525
Address:
Disclosure Services
1310 G Street, NW, Suite 200-E
Washington, DC 20220

Bureau of Engraving & Printing (BEP)

James Braun
Ph: 202/874-3733
Fax: 202/874-2951
Address:
FOIA OFFICE
Room 419-A
14th & C Streets, SW
Washington, DC 20228

Financial Management Service (FMS)

Cynthia Sydnor
Ph: 202/874-0765
Fax: 202/874-2391
Address:
Disclosure Branch
401 14th Street, SW
Washington, DC 20227

Bureau of the Public Debt (BPD)

Denise Nelson
Ph: 304/480-8402
Fax: 304/480-8188
Address:
FOIA Request
200 3rd Street, Rm. A4-A
Parkersburg, WV 26106

Internal Revenue Service (IRS)

Marie Twarog
 Phone: 770-234-4374
 Fax: 770-234-4346
 Address: (Headquarters only)
 Internal Revenue Service
 FOIA Requests
 Headquarters Disclosure Office
 Room 2012
 1111 Constitution Ave., NW,
 Washington, DC 20224-0001

Office of Thrift Supervision (OTS)

Marilyn K. Burton
 Ph: 202/906-6467
 Fax: 202/906-6353
 Address:
 FOIA Requests
 1700 G Street, NW
 Washington, DC 20552

United States Mint (Mint)

Kathleen Saunders-Mitchell
 Ph: 202/354-7292
 Fax: 202/756-6100
 Address:
 FOIA Request
 801 9th Street, NW – 8th Floor
 Washington, DC 20220

*Treasury Inspector General for
Tax Administration (TIGTA)*

Amy P. Jones
 Ph: 202/927-7044
 Fax: 202/622-3339
 Address: FOIA Request
 TIGTA Chief Counsel
 1125 15TH Street, NW, Suite 700
 Washington, DC 20005

*Financial Crimes Enforcement Network
(FinCEN)*

Amanda Michanczyk
 Ph: 703/905-3537
 Fax: 703/905-3885
 Address: FOIA Request
 PO Box 39
 Vienna, VA 22183

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 entireties 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 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

III. EXEMPTION 3 STATUTES

A. Exemption 3 Statutes Relied upon to Withhold Information

Statute	Type of Information Withheld	Case Citation	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency
18 U.S.C. 504	Illustrations of Stamp in digital quality photos	Restricts illustrations of United States Postal Service stamps in size, quality and format	TTB: OCC: BEP: FMS: IRS: MINT: BPD: OTS: TIGTA: FinCEN:	1

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				
TTB				
OCC				
BEP	2	83	85	0
FMS				
IRS				
MINT				
BPD				
OTS				
TIGTA				
FinCEN				
AGENCY OVERALL				

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				
TTB				
OCC				
BEP	0	2	1	1
FMS				
IRS				
MINT				
BPD				
OTS				
TIGTA				
FinCEN				
AGENCY OVERALL				

B. Disposition of Administrative Appeals – All Processed Appeals

	Number of 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
DO					
TTB					
OCC					
BEP	0	1	0	0	1
FMS					
IRS					
MINT					
BPD					
OTS					
TIGTA					
FinCEN					
AGENCY OVERALL					

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

Component	Description of “Other” Reasons for Denials from Chart C (2) & Number of Times those Reasons were Relied upon	TOTAL
DO		
TTB		
OCC		
BEP	0	0
FMS		
IRS		
MINT		
BPD		
OTS		
TIGTA		
FinCEN		

C. (4) response Time for Administrative Appeals

	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
DO				
TTB				
OCC				
BEP	20	20	20	20
FMS				
IRS				
MINT				
BPD				
OTS				
TIGTA				
FinCEN				

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 of Adjudicated within Ten Calendar Days
DO					
TTB					
OCC					
BEP	4	0	0	0	0
FMS					
IRS					
MINT					
BPD					
OTS					
TIGTA					
FinCEN					
AGENCY OVERALL					

B. Requests for Fee Waiver

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
DO				
TTB				
OCC				
BEP	0	0	0	0
FMS				
IRS				
MINT				
BPD				
OTS				
TIGTA				
FinCEN				
AGENCY OVERALL				

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" (The sum of Columns 1 & 2)	Processing Costs	Litigation- Related Costs	Total Costs	
DO							
TTB							
OCC							
BEP	2	.5	2.5	\$318,268.80	N/A	\$318,268.80	
FMS							
IRS							
MINT							
BPD							
OTS							
TIGTA							
FinCEN							
AGENCY OVERAL							

X. FEES COLLECTED FOR PROCESSING REQUESTS

	Total Amount of Fees Collected	Percentage of Total Costs
DO		
TTB		
OCC		
BEP	\$2,133.07	.7%
FMS		
IRS		
MINT		
BPD		
OTS		
TIGTA		
FinCEN		
AGENCY OVERALL		

XI. FOIA REGULATIONS

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

1. See attached BEP Circular Number 40-00.6A Titled: "Processing Public Inquiries Under the Freedom of Information And Privacy Acts."

CIRCULAR

No. 40-00.6A

DATE May 2, 1991

**PROCESSING PUBLIC INQUIRIES UNDER THE FREEDOM OF INFORMATION
AND PRIVACY ACTS**

1. **PURPOSE AND SCOPE.** This circular contains the Bureau of Engraving and Printing's policy and procedures for processing inquiries submitted pursuant either to the Freedom of Information Act (FOIA) (Title 5, U.S.C., Section 552) or the Privacy Act (PA) (Title 5, U.S.C., Section 552a) as amended. The provisions of this directive apply to all Bureau of Engraving and Printing (BEP) components involved in processing FOIA/PA requests.
2. **POLICY.** It is the policy of the Bureau to make available to the public, upon request, official documents or extracts thereof in accordance with both the FOIA and PA and applicable Department of the Treasury regulations found at 31 C.F.R., Part I.
3. **SUPERSESSSION.** This circular supersedes Procedure Issuance No. PI 80-4 (Revised) "Processing Public Inquiries under the Freedom of Information Act," dated, May 11, 1982.
4. **RESPONSIBILITY.** The Director shall designate a Bureau Disclosure Officer who will be the Director's agent and have responsibility for administering both FOIA and PA programs, implementing approved procedures, and preparing related reports.
5. **PROCEDURES.**
 - a. All requests for information received pursuant to either the FOIA or PA shall be referred to the Bureau Disclosure Officer. The request must be made in writing and signed by the person making the request. Unless otherwise officially authorized to do so, no Bureau employee other than the Disclosure Officer may release information or copies of documents, records, and reports of the Bureau, in whole or in part, under the provisions of the Freedom of Information and Privacy Acts.
 - b. The Disclosure Officer will make the initial determination of what information is properly releasable under the FOIA and/or PA. In making this determination, the Disclosure Officer may consult with the Bureau's Office of the Chief Counsel.
 - c. The Bureau Disclosure Officer is responsible for the following activities:

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No. 40-00.6A

DATE May 2, 1991

(1) Logging in all FOIA/PA requests in the automated FOIA Tracking System and maintaining a separate record of all Freedom of Information and Privacy Act requests. Information recorded shall include:

- (a) date received;
- (b) due date;
- (c) originator;
- (d) subject;
- (e) exemptions imposed; and
- (f) disposition of the request. (See Exhibit A.)

(2) Determining whether or not to honor requests in whole or in part.

(3) Preparing appropriate transmittal documents/memoranda (See Exhibits B, C, and D) and routing inquiries requesting information of technical nature to the appropriate office for research. When received, the office will assign the request for processing with special instructions for the recording of search and review time, to be used by the Disclosure Officer for billing purposes. Upon receipt of the draft response, the Disclosure Officer shall answer the inquiry.

(4) Ensure that requests are honored within 20 workdays or initiate proper notice of denial or delay in responding to the requestor.

(5) Compile data to prepare and transmit the annual FOIA/PA reports to the Departmental Disclosure Office.

(6) Designate a Bureau FOIA/PA Coordinator to assist the Disclosure Officer in all matters relating to the administration of the provisions of this circular.

(7) Perform all other duties required by the Freedom of Information/Privacy Acts, Departmental FOIA/PA directives, and Bureau FOIA/PA directives.

d. When a determination has been made to honor the request, a copy of the record or an extract will be provided as requested. If the requesting individual asks to inspect the record in person, the record will be made available in a designated area, once the record has been reviewed and any appropriate deletions made. When it is not possible to bring the record to the individual, an escort will be provided and will remain with the individual until completion of the inspection.

CIRCULAR

DATE May 2, 1991

e. Each Office Chief shall:

(1) Be responsible or designate a FOIA/PA contact person for that office who will be responsible for collecting, reviewing, and preparing documents within that office, providing a written draft response and the relevant documents to the Bureau Disclosure Officer or the FOIA/PA Coordinator. If the information or documents requested are nonexistent, or if they cannot be provided, or cannot be located, the office contact person shall immediately inform the Disclosure Officer or FOIA/PA Coordinator.

(2) Notify the Disclosure Officer of the name of the office FOIA/PA contact person.

f. When the final response is prepared, it will be routed to the appropriate Office Chief(s), Assistant/Associate Director(s) and/or the Chief Counsel for review.

6. INDEX OF INFORMATION. Listed below are the categories of information which may be examined, copied, or reproduced for response to public inquiries:

- a. Circulars
- b. Notices
- c. Bulletins
- d. Manuals and Operating Manuals
- e. General Rules, Regulations and Handbooks
- f. Production Orders
- g. Work Orders
- h. Schedules of Deliveries Made
- i. Production Reports
- k. Plate Usage Records
- l. Product Cost Statements
- m. Financial Statements with Respect to Bureau Operations
- n. Expenditure and Receipt Statements
- o. Invitations to Bid
- p. Purchase Orders
- q. General Operating Records

(Note: The categories of records listed have been published solely for the convenience of users, and their inclusion in this index should not be construed as a determination that specific records are releasable. The Bureau has the right to invoke the exemptions listed in 5 U.S.C. 552(b) in appropriate instances.)

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DATE May 2, 1991

7. FEE SCHEDULE.

a. When Charged. The following schedule of fees shall be charged for materials and/or services furnished in response to requests for information received from the general public. This also includes the Bureau's search, review, and copying costs for preparing documents for inspection in those cases when the requestor has not requested copies of the documents. This schedule is in accordance with the Departmental fee schedule and will be revised when the Departmental fee schedule is revised. Finally, when fees are expected to be charged (e.g., no fee waiver is granted), the requestor must agree in advance to pay fees before the Bureau processes the request.

(1) Photocopies. Fifteen (15) cents per copy (maximum size 8 1/2" x 14"), except that no charge shall be imposed for copying 10 pages or less.

(2) Photoprints. An amount equal to actual processing costs based on labor, material and overhead expenses.

(3) Manual Records Search and Review. Actual salary rates of the person making the search and review, based on grade and step 5 (as an average) for each hour or fraction thereof.

(4) Automated Records Search.

(a) Actual computer cost.

(b) Actual salary rates per hour, as under manual records search, for actual personnel time expended on the search.

(c) Supplies/duplication.

When it is anticipated that the fees will exceed \$250 and the requestor has not indicated in advance their willingness to pay fees as high as are anticipated, the requestor may be required to provide a written agreement to pay such fees or may be required to pay such fees in advance of receiving the requested records.

b. Waiver of Fees. Pursuant to Treasury Regulations, the Bureau may waive the fee for services under the following conditions:

(1) When services performed primarily benefit the public as opposed to the requestor, such as for newsworthy purposes or for publication in a national magazine.

(2) When the collection of the aggregate fee is not considered to be in the public interest, such as when the cost of collection exceeds the fee to be paid. Because the Bureau's cost of collection is \$15, no charge is made for \$15 or less.

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(3) When records cannot be located or have been destroyed, or if it is determined after search that information is exempt from disclosure. However, if the time expended in processing the request is substantial, and if the requestor has been notified of the estimated cost and has specifically been advised that it cannot be determined in advance whether any records will be made available, fees should be charged.

8. CASH RECEIPTS. Payment shall be sent to the Disclosure Officer in the form of company or personal check, or money order, made payable to the Bureau of Engraving and Printing. All such receipts shall be recorded and hand-carried to the Accounting Division, Office of Financial Management, accompanied by a completed Form 8643-1, "Report of Collection." (See Exhibit E.) The FOIA Coordinator will be responsible for maintaining copies of all cash receipts and BEP Forms 8643-1, and for following upon amounts due BEP.

9. RECORDS AND REPORTS. The Bureau Disclosure Officer is responsible for the preparation of all correspondence, the maintenance of separate, secure files, the preparation of all reports required by established Departmental and Bureau procedures and by the provisions of the Freedom of Information and the Privacy Acts, and the periodic review and preparation of information indexes for publication in the Federal Register.

10. APPEALS OF DENIALS. When information has been denied for cause as determined at the Disclosure Officer level, appeal of such denial may be made by the requestor within 35 days of the date of the notice of denial. Such appeals must be in writing and addressed to: The Director, Bureau of Engraving and Printing, 14th and C Streets, S.W., Washington, DC 20228.

11. RETENTION PERIOD. Pursuant to General Records Schedule 14, FOIA/PA files will be retained for six years after date of reply. The records of the FOIA/PA cases that were appealed will also be retained for six years after final determination.

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12. OFFICE OF PRIMARY RESPONSIBILITY. Management Advisory Services
Division, Office of Management Services.

<SIGNED>

Peter H. Daly
Director

DISTRIBUTION "C"

CIRCULAR

No. 40-00.6A

DATE May 2, 1991

EXHIBIT A

LIST OF FOIA REQUESTS AS OF 91/03/15

<u>FOIA NUM</u>	<u>DATE RECEIVED</u>	<u>DUE DATE</u>	<u>EXT DATE</u>	<u>ORIGINATOR</u>	<u>NATURE</u>	<u>EXMPNUM</u>	<u>FEE</u>	<u>DATE PAY</u>	<u>DATE MAIL</u>
91001	91/01/03	91/01/17		John O. Citizen	FY 1990 Performance Rating Input f		\$0.00		91/01/11
91002	91/01/15	91/01/30		Mary S. Jones	Offset/Intaglio Stamp Paper for th		\$71.93	91/02/12	91/01/25
91003	91/01/15	91/01/30		Martin R. Smith	Personnel Security File Data		\$0.00		91/01/28
91004	91/01/22	91/02/05		Joe B. Printer	Released PASS History Reports on M		\$0.00		91/02/06
91005	91/01/25	91/02/08		David R. Cox	IRM Plan		\$0.00		91/01/31
91006	91/01/25	91/02/09		Albert P. Dickerson	Ft. Worth Site Preparation		\$0.00		91/01/31
91007	91/01/26	91/02/06		Robert McGregor	Employees Issued Credit Cards		\$0.00		91/01/31
91008	91/02/06	91/02/20		Eric P. Hansen	All Docs. from BEP-89-200(TN)		\$0.00		91/02/14
91009	91/02/06	91/02/20		H. B. Tremaine	Sol. #TEP-91-06(N)		\$0.00		91/02/14
91010	91/02/07	91/02/21		Verna R. Nosey	Files and Records Pertaining to th		\$0.00		91/02/20
91011	91/02/25	91/03/11		S. E. Business	Personnel Security File Data		\$0.00		91/03/05
91012	91/02/24	91/03/12		Elaine T. Reston	Reduction In Force Information		\$0.00		91/02/28
91013	91/03/06	91/03/26		Joan M. Herndon	Web Press Contract, Ink Contract f		\$0.00		
91014	91/03/07	91/03/21		Betty S. Huffey	Postage Stamp Adhesive Toxicity		\$0.00		
91015	91/03/11	91/03/25		I. M. Nosey	Contract No. BEF-88-22		\$24.23		91/03/15

CIRCULAR

No. 40-00.6A

DATE May 2, 1991

EXHIBIT B

UNITED STATES GOVERNMENT
MemorandumDEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING

TO: Thomas W. Gilbert, Chief
Office of Personnel

FROM: Lawrence F. Zenker, Acting Chief
Office of Management Services

SUBJECT: Review FOIA/PA Request

DATE: April 1, 1991
ID: 4444M

1. Received for review FOIA 91-020 _____
Date

2. I understand Jim (287-0204) will arrange for pickup of the material by COB April 8, 1991.

Signature-----
To: Jim Braun, MASD, OMS

From: _____

1. Freedom of Information/Privacy Act returned

Date

To: _____
From: Jim Braun, MASD, OMS

1. FOIA/PA Request

Received _____
Date

CIRCULAR

No. 40-00.6A

DATE May 2, 1991

EXHIBIT C

UNITED STATES GOVERNMENT
Memorandum

DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING

TO: Thomas W. Gilbert, Chief
Office of Personnel
FROM: Lawrence F. Zenker, Acting Chief
Office of Management Services

DATE: April 1, 1991
ID:4444M

SUBJECT: Freedom of Information/Privacy Act Request

We have received a Freedom of Information Act (FOIA) request. We would like you to review the attached material which includes a copy of the request and a certification letter.

In determining whether you have any records responsive to this request, remember that pursuant to FOIA we are not obliged to create records to respond to a request. We are only required to provide information which is already in existence in either an automated system or manual record file. If you have any questions about this request, give me a call on 447-0851.

The Act requires that we respond to the requester within 10 working days from date of receipt. Accordingly, we would appreciate your office responding to us within five (5) working days of receipt of this material to allow us sufficient time for internal coordination and administrative processing of this request.

Attachments

CIRCULAR

No. 40-00.6A

DATE May 2, 1991

EXHIBIT D

BUREAU OF ENGRAVING AND PRINTING
FREEDOM OF INFORMATION/PRIVACY ACT
REQUEST FOR INFORMATION AND CERTIFICATION OF RESPONSE

I. BACKGROUND DATA

Date Received: April 1, 1991
Date Response Needed: April 8, 1991DEP Number: FOIA 91-020
Treasury Number: N/ARequester (Name and Address):
John Q. Citizen
123 Long Road
Anyplace, MD 19999Nature of Request:
Copy of all files pertaining to
the requester.
(See attached F.O.I.A. Request)

II. OFFICE/PERSON RESPONSIBLE FOR PROVIDING INFORMATION FOR DEP RESPONSE

Thomas W. Gilbert, Chief
Office of PersonnelNote: Please call Jim Braun at 287-0204 for pick-up of your information by the
requested response date (listed above).

III. CERTIFICATION AS TO INFORMATION PROVIDED FOR DEP RESPONSE

The attached is an FOIA/PA request, filed under 5 U.S.C. 552, (5 U.S.C. 552a). You are to provide all material maintained in your file relative to the above-captioned request within five (5) business days upon receipt of this request. Upon completion of your search, please indicate (X) the appropriate statement, sign and return to the Office of Management Services, Room 321-09A.

1. _____ This certifies that records are on file and the documents requested are enclosed
2. _____ This certifies that records are on file; however, we are unable to provide you with copies in the time frame you requested. We shall furnish you with the required information by: _____
3. _____ We have reviewed the files maintained in this office, and certify that no information subject to this FOIA is available.

Signed: _____ Date: _____

Title: (Chief) _____

IV. EFFORT REQUIRED TO FURNISH REQUESTED INFORMATION

Search Hours _____ Grade Level _____

Review Hours _____ Grade Level _____

Number of Copies _____

EXHIBIT E

[illegible]

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 Requests as of End of Fiscal Year	Number of Backlogged Appeals as of End of Fiscal Year
DO		
TTB		
OCC		
BEP	0	0
FMS		
IRS		
MINT		
BPD		
OTS		
TIGTA		
FinCEN		
AGENCY OVERALL		

3. Discuss/explain the backlog here (optional).

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 of Processed during Fiscal Year from Last Year's Annual report	Number Processed During Fiscal Year from Current Annual Report
DO				
TTB				
OCC				
BEP	64	83	66	85
FMS				
IRS				
MINT				
BPD				
OTS				
TIGTA				
FinCEN				
AGENCY OVERALL				

	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
DO		
TTB		
OCC		
BEP	0	0
FMS		
IRS		
MINT		
BPD		
OTS		
TIGTA		
FinCEN		
AGENCY OVERALL		

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

	<u>NUMBER OF APPEALS RECEIVED</u>		<u>NUMBER OF APPEALS PROCESSED</u>	
	Number Received during Fiscal Year from Last Year's Annual Report	Number Received during Fiscal Year from current Annual Report	Number of Processed during Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
DO				
TTB				
OCC				
BEP	0	2	0	1
FMS				
IRS				
MINT				
BPD				
OTS				
TIGTA				
FinCEN				
AGENCY OVERALL				

	Number of Backlogged Appeals as of End of the Fiscal Year from Previous Annual Report	Number of Backlogged Appeals as of End of the Fiscal Year from Current Annual Report
DO		
TTB		
OCC		
BEP	0	0
FMS		
IRS		
MINT		
BPD		
OTS		
TIGTA		
FinCEN		
AGENCY OVERALL		

F. Discussion of Other FOIA Activities (Optional)

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

The Bureau of Engraving and Printing's (BEP), Disclosure Service made the following improvements in 2008 to its FOIA Program:

1. Re-structured its FOIA web page to include discussion on FOIA and Privacy and provided links to BEP FOIA Annual Reports for years 2002 to present, System of Record Notices, and frequently requested FOIA records;
2. For security purposes, requesters seeking BEP records may check the status of a request by contacting the FOIA coordinator(s) directly through use of a 1-800 number; and
3. Drafted internal Standard Operating Procedures (SOP's) for day to day management of FOIA requests.

See the attached link to the Bureau of Engraving and Printing (BEP) FOIA Web page.

<http://www.bep.treas.gov/section.cfm/14>

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