

# FREEDOM OF INFORMATION ACT ANNUAL REPORT FY2004

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## I. Basic Information Regarding Report

A. Name, title, address, and telephone number of person(s) to be contacted with questions about the report.

Paula D. Sweeney, Records Manager  
Selective Service System  
Arlington, VA 22209-2425  
Telephone: 703-605-4046

B. An electronic copy of the report may be obtained by accessing the Selective Service System Home Page at the following address:

<http://www.sss.gov>

C. A copy of this report in paper form may be obtained by requesting a copy in writing to the address stated in I.A. above.

## II. How to Make a FOIA Request

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

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Selective Service System  
Arlington, VA 22209-2425  
Telephone: 703-605-4046

B. Brief description of the agency's response time ranges.

The Selective Service's response time ranges from 1 to 20 days depending on the complexity of the request.

C. Brief description of why some requests are not granted.

Requests which are not granted are usually denied because no records are available.

## III. Definitions of Terms and Acronyms Used in the Report (to be included in each report)

A. Agency-specific acronyms or other terms.

N/A

B. Basic terms, expressed in common terminology.

1. FOIA/PA Request - Freedom of Information/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 their requester, are included in this report.)
2. Initial Request - a request to a federal agency for access to records under the Freedom of Information Act.
3. Appeal - a request to a federal agency asking that it review at a higher administrative level a full denial or partial denial of access to records under the Freedom of Information Act, or any other FOIA determination such as a matter pertaining to fees.
4. Processed Request or Appeal - a request or appeal for which an agency has taken a final action on the request or the appeal in all respects.
5. 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).
6. 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.
7. Simple request - a FOIA request that an agency using multi-track processing places in its fastest (nonexpedited) track based on the volume and/or simplicity of records requested.
8. 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.
9. Grant - an agency decision to disclose all records in full in response to a FOIA request.
10. Partial grant - an agency decision to disclose a record in part in response to a FOIA request, deleting information determined to be exempt under one or more of the FOIA's exemptions; or a decision to disclose some records in their entireties, but to withhold other in whole or in part.
11. 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 records is located in response to a FOIA request).
12. Time limits - the time period in the Freedom of Information Act for an agency to respond to a request (ordinarily 20 working days from proper receipt of a "perfected" FOIA request).
13. "Perfected" request - a FOIA request for records which adequately describes the records sought, which has been received by the FOIA office of the agency or agency component in possession of the records, and for which there is no remaining question about the payment of applicable fees.
14. Exemption 3 statute - a separate federal statute prohibiting the disclosure of a certain type of

information and authorizing its withholding under FOIA subsection (b)(3).

15. Median number - the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.

16. 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.

#### **IV. Exemption 3 Statutes**

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

1. Brief description of type(s) of information withheld under each statute.

N/A

2. Statement of whether a court has upheld the use of each statute. If so, then cite example.

N/A

#### **V. Initial FOIA/PA Access Requests**

A. Numbers of initial requests.

Total of the numbers in lines 1 and 2, minus the number in line 3 should equal the number in line 4.

1. Number of requests pending as of end of preceding fiscal year. 0

2. Number of requests received during current fiscal year. 78

3. Number of requests processing during current fiscal year. 78

4. Number of requests pending as of end of current fiscal year. 0  
(Enter this number also in Line VII.B.1.)

B. Disposition of initial requests.

1. Number of total grants 60

2. Number of partial grants 0

3. Number of denials 0

a. number of times each FOIA exemption used (counting each exemption once per request)

(1) Exemption 1 0

(2) Exemption 2 0

(3) Exemption 3 0

(4) Exemption 4 0

(5) Exemption 5 0

(6) Exemption 6 9

(7) Exemption 7(A) 0

(8) Exemption 7 (B) 0

(9) Exemption 7 (C) 0

(10) Exemption 7 (D) 0

(11) Exemption 7 (E) 0

(12) Exemption 7 (F) 0

(13) Exemption 8 0

(14) Exemption 9 0

4. Other reasons for nondisclosure (total) 18

a. no records 0

b. referrals 0

c. request withdrawn 1

d. fee-related reason 0

e. records not reasonably described 0

f. not a proper FOIA request for some other reason 0

g. not an agency record 0

h. duplicate request 2

i. other (specify) 17 (More information needed to process request)

## **VI. Appeals of Initial Denials of FOIA/PA Requests**

A. Numbers of appeals.

1. Number of appeals received during fiscal year 0

2. Number of appeals processed during fiscal year 0

B. Disposition of appeals.

1. Number completely upheld 0

2. Number partially reversed 0

3. Number completely reversed 0

a. number of times each FOIA exemption used (counting each exemption once per appeal)

(1) Exemption 1 0

(2) Exemption 2 0

(3) Exemption 3 0

(4) Exemption 4 0

(5) Exemption 5 0

(6) Exemption 6 0

(7) Exemption 7(A) 0

(8) Exemption 7(B) 0

(9) Exemption 7(C) 0

(10) Exemption 7(D) 0

(11) Exemption 7(E) 0

(12) Exemption 7(F) 0

(13) Exemption 8 0

(14) Exemption 9 0

4. Other reasons for nondisclosure (total) 0

a. no records 0

b. referrals 0

c. request withdrawn 0

d. fee-related reason 0

- e. records not reasonably described 0
- f. not a proper FOIA request for some other reason 0
- g. not an agency record 0
- h. duplicate request 0
- i. other (specify) 0

## **VII. Compliance with Time Limits/Status of Pending Requests**

A. Median processing time for requests processed during the year.

1. Simple requests (if multiple tracks used).

a. number of requests processed 78

b. median number of days to process 19

2. Complex requests (specify for any and all tracks used).

a. number of requests processed 0

b. median number of days to process 0

3. Request accorded expedited processing.

a. number of requests processed 0

b. median number of days to process 0

B. Status of pending requests. Agencies using multiple tracks may provide numbers of each track, as well as totals.

1. Number of requests pending as of end of current fiscal year 0  
(Enter this number from line V.A.4.)

2. Median number of days that such requests were pending as of that date 0

## **VIII. Comparison with Previous Year(s) (Optional)**

Requests for expedited processing:

Number of requests received: 0

Number of requests processed: 0

## **IX. Costs/FOIA Staffing**

A. Staffing levels.

1. Number of full-time FOIA personnel 0

2. Number of personnel with part-time or occasional FOIA duties (in total work-years) .3

3. Total number of personnel (in work-years) .3

B. Total costs (including staff and all resources)

1. FOIA processing (including appeals) \$8,300

2. Litigation-related activities (estimated) 0

3. Total costs \$8,300

4. Comparison with previous year(s) (including percentage of change)(optional) 0

C. Statement of additional resources needed for FOIA compliance (optional) 0

**X. Fees**

This includes charges for search, review, document duplication, and any other direct costs permitted under agency regulations.

A. Total number of fees collected by agency for processing requests 0

B. Percentage of total costs 0

**XI. FOIA Regulations (Including Fee Schedule)**

A paper copy of the Selective Service System FOIA Regulations are attached to this report. An electronic copy may be obtained by accessing the Selective Service System Home Page at the following address:

<http://www.sss.gov>