



U.S. General Services Administration Annual Freedom of Information Act Annual Report FY 2023

#### I. Basic Information Regarding Report

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

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2. Provide an electronic link for access to the Report on the agency Website.

https://www.gsa.gov/reference/freedom-of-information-act-foia/reports

3. Explain how to obtain a copy of the Report in paper form.

Contact Amanda Jones at the address, telephone number, or e-mail listed above.

#### II. Making A FOIA Request

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

U.S. General Services Administration Amanda Jones 1800 F Street, NW, 7308 Washington, DC 20405-0001 Toll Free Number: (855) 675-3642

U.S. General Services Administration, Office of the Inspector General Chris Pehrson 1800 F Street, NW, Room 5326 Washington, DC 20405 (202) 501-1932

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

The U.S. General Services Administration (GSA) releases information in response to requests under the FOIA unless an exemption applies, and GSA has a compelling reason to invoke the exemption. Even if the information falls clearly within an exemption, GSA discloses information unless the agency reasonably foresees that disclosure would harm an interest protected by one of the statutory exemptions, or disclosure is prohibited by law. Exemptions 4 through 7 are the most common exemptions that apply to GSA records.

The General Services Administration Office of Inspector General (GSA OIG) is responsible for promoting economy, efficiency, and effectiveness and detecting and preventing fraud, waste, and mismanagement in the GSA's programs and operations. This is accomplished primarily by performing independent financial, program, information technology, contract and

compliance audits and criminal and civil investigations. As a result, many of the records maintained by the GSA OIG involve law enforcement matters. The GSA OIG invokes the FOIA's two privacy exemptions, more than the rest of the other exemptions combined, to prevent unwarranted invasions of the personal privacy of individuals mentioned in law enforcement records. The GSA OIG also protects the identities of confidential informants who provide information to investigators, details about investigative techniques and procedures, and information that could endanger the life or public safety of our investigators. Additionally, the GSA OIG protects from disclosure trade secrets and commercial or financial information obtained through the auditing function that is privileged or confidential as well as information covered by the civil discovery privileges.

#### III. Acronyms, Definitions, and Exemption

- 1. Definitions of terms used in this Report:
  - a. **Administrative Appeal** a request to a federal agency asking that it review at a higher administrative level a FOIA determination made by the agency at the initial request level.
  - b. **Average Number** the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.
  - c. **Backlog** the number of requests or administrative appeals that are pending at an agency at the end of the fiscal year that are beyond the statutory time period for a response.
  - d. **Component** for agencies that process requests on a decentralized basis, a "component" is an entity, also sometimes referred to as an Office, Division, Bureau, Center, or Directorate, within the agency that processes FOIA requests. The FOIA now requires that agencies include in their Annual FOIA Report data for both the agency overall and for each principal component of the agency.
  - e. **Consultation** the procedure whereby the agency responding to a FOIA request first forwards a record to another agency or component within the same 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 or component within the same 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 FOIArequest.
- 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 belocated.
- 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.
- I. **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. | <b>Time Limits</b> – the time period in the statute for an agency to respond to a FOIA request (ordinarily twenty working days from receipt of a perfected FOIA request). |
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- 2. Descriptions of the nine FOIA exemptions:
  - a. **Exemption 1**: classified national defense and foreign relations information
  - b. **Exemption 2**: information that is related solely to the internal personnel rules and practices of an agency
  - 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
- 3. Agency Component Abbreviations

| Component Abbreviation | Component Name              |
|------------------------|-----------------------------|
| GSA-MAIN               | Headquarters                |
| J                      | Office of Inspector General |

IV. EXEMPTION 3 STATUTES

| IV. EXEMPTIO  | ON 3 STATUTES   |   | Т  | ı   |
|---|---|---|--|---|
| Statute   | Type of<br>Information<br>Withheld  | Case Citation   | Number of<br>Times Relied<br>Upon per<br>Component | Total<br>Number of<br>Times<br>Relied Upon<br>by Agency |
| 41 U.S.C. § 2102<br>(amending<br>41 U.S.C. § 423<br>(a)(1))*                                  | Contractor bid or proposal information; source selection information.   | Legal & Safety Employer<br>Research, Inc. v. U.S. Dep't of<br>the Army, No. Civ.<br>S001748, 2001 WL<br>34098652, at<br>*3-4 (E.D.<br>Cal. May 4,<br>2001)<br>(dictum).   | GSA (direct): 5                                    | 5   |
| 50 U.S.C. § 3024(i)(1) (formerly at 50 U.S.C. § 403- 1(i)(1)) (National Security Act of 1947) | Intelligence sources and methods  | CIA v. Sims, 471 U.S.<br>159, 167<br>(1985).  | GSA (direct): 1                                    | 1   |
| 50 U.S.C. §<br>3024(i)(1)   | Intelligence sources and methods  | CIA v. Sims, 471 U.S.<br>159, 167<br>(1985).  | GSA (direct): 1                                    | 1   |
| 41 U.S.C. § 4702<br>(formerly at 41<br>U.S.C. §<br>253b(m)(1))                                | Contractor proposals that are in the possession or control of an executive agency and that have not been set forth or incorporated by reference into contracts. | Sinkfield v. HUD, No.10-885, 2012 U.S. Dist. LEXIS 35233, at *13-15 (S.D. Ohio Mar. 15, 2012); Margolin v. NASA, No. 09-CV-00421, 2011WL 1303221,at *6 (D. Nev. Mar. 31, 2011); Hornbostel v. U.S. Dep't of the Interior, 305 F. Supp. 2d 21, 30 (D.D.C. 2003), summary affirmance granted, No. 03-5257, 2004 WL 1900562 (D.C. Cir. Aug. 25, 2004). | GSA (direct): 10                                   | 10  |

| 39 U.S.C. § 410(c)(2) (Postal Reorganization Act)  | Commercial information which would not be disclosed under good business practice.  | Wickwire Gavin, P.C. v. USPS, 356 F.3d 588, 589, 597 (4th Cir. 2004); Am. Postal Workers Union, AFL- CIO v. USPS, 742 F. Supp. 2d 76, 81-83 (D.D.C. 2010); Reid v. USPS, No. 05-294, 2006 WL 1876682, at *5-9 (S.D. Ill. July 5, 2006); Robinett v. USPS, No. 02- 1094, 2002 WL 1728582, at *5 (E.D. La. July 24, 2002). | J: 1                    | 1 |
|--|--|--|-------------------------|---|
| 31 U.S.C. §<br>3730(b)(2)  | Records pertaining to civil actions for false claims against the United States Government.   | N/A  | J: 3                    | 3 |
| 10 U.S.C. § 130b   | Personally identifiable information pertaining to "any member of the armed forces assigned to an overseas unit, a sensitive unit, or a routinely deployable unit" and "any employee of the Department of Defense or of the Coast Guard whose duty station is with any such unit" | Freedom Watch, Inc. v. NSA, 197 F. Supp. 3d 165, 174 (D.D.C. 2016); Hiken v. DOD, 521 F. Supp. 2d 1047, 1062 (N.D. Cal. 2007); O'Keefe v. DOD, 463 F. Supp. 2d 317, 325 (E.D.N.Y. 2006); Windel v. United States, No. A02-306, 2005 WL 846206, at *2 (D. Alaska Apr. 11, 2005).  | J: 1<br>GSA (direct): 2 | 3 |
| 41 U.S.C. § 2102<br>(amending<br>41 U.S.C. § 423<br>(a)(1))*<br>(Procurement<br>Integrity Act) | Contractor bid or proposal information; source selection information.  | Legal & Safety Employer<br>Research, Inc. v. U.S. Dep't of<br>the Army, No. Civ.<br>S001748, 2001 WL<br>34098652, at<br>*3-4 (E.D.<br>Cal. May 4,<br>2001)<br>(dictum).  | GSA (direct): 1         | 1 |

# **V. FOIA Requests**

|           | A  | . Received, Processed an                      | nd Pending FOIA Reque                          | ests   |  |  |
|-----------|--|---|--|--|--|--|
|           | Number of Requests Pending<br>as of Start of Fiscal Year | Number of Requests Received<br>in Fiscal Year | Number of Requests<br>Processed in Fiscal Year | Number of Requests Pending<br>as of End of Fiscal Year |  |  |
| J         | 3  | 122   | 110  | 15   |  |  |
| GSA-MAIN  | 324  | 1601  | 1401   | 524  |  |  |
| TOTAL 327 |  | 1723  | 1511   | 539  |  |  |

|                   |                                 |   |  | B. (1) I   |   | ion of Focessed I |    | equests<br>sts | All |     |    |       |      |
|-------------------|---------------------------------|---|--|--|---|-------------------|----|----------------|-----|-----|----|-------|------|
|                   |                                 |   |  |  | Number of Full Denials Based on Reasons Other than Exemptions |                   |    |                |     |     |    |       |      |
|                   | Numbe<br>r of<br>Full<br>Grants | Number<br>of<br>Partial<br>Grants /<br>Partial<br>Denials | Number of<br>Full<br>Denials<br>Based on<br>Exemption<br>S | Full Records Records Referred sed on mption Another Records Records Records Referred to Another Reason Related Reason Record Reason Record Record Record for Other |   |                   |    |                |     |     |    | TOTAL |      |
| J                 | 1                               | 31  | 4  | 9  | 0   | 3                 | О  | 17             | 12  | 33  | 0  | 0     | 110  |
| GSA-MAIN          | 215                             | 318   | 11   | 75   | 1   | 102               | 59 | 46             | 4   | 535 | 34 | 0     | 1400 |
| AGENCY<br>OVERALL | 216                             | 349   | 15   | 84   | 1   | 105               | 59 | 63             | 16  | 568 | 34 | 0     | 1510 |

| B.(2) Disposition of FOIA Requests Other Reasons for Full Denials Based on Reasons Other than Exemptions |   |       |  |  |  |  |  |  |  |  |
|--|---|-------|--|--|--|--|--|--|--|--|
|  | Description of Other Reasons for Denials from<br>Chart B.(1) &Number of Times Those<br>Reasons Were Relied Upon | TOTAL |  |  |  |  |  |  |  |  |
| AGENCY<br>OVERALL  |   |       |  |  |  |  |  |  |  |  |

|                   | 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 |
| J                 | 0   | 1     | 4     | 4     | 7     | 30    | 9        | 0        | 20       | 1        | 3        | 2        | 0     | 0     |
| GSA-MAIN          | 1   | 0     | 16    | 215   | 86    | 288   | 0        | 0        | 12       | 0        | 2        | 68       | 0     | 0     |
| AGENCY<br>OVERALL |   |       |       |       |       |       |          |          |          |          |          |          |       |       |

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

|                   | A. Received, Processed and Pending FOIA Appeals         |  |   |  |  |  |  |  |  |  |  |  |
|-------------------|---|--|---|--|--|--|--|--|--|--|--|--|
|                   | Number of Appeals Pending as<br>of Start of Fiscal Year | Number of Appeals Received in<br>Fiscal Year | Number of Appeals Processed<br>in Fiscal Year | Number of Appeals Pending as of End of Fiscal Year |  |  |  |  |  |  |  |  |
| J                 | 1   | 1  | 2   | 0  |  |  |  |  |  |  |  |  |
| GSA-MAIN          | 8   | 87   | 87  | 8  |  |  |  |  |  |  |  |  |
| AGENCY<br>OVERALL | 9   | 88   | 89  | 8  |  |  |  |  |  |  |  |  |

|                   | B. Disposition of Administrative Appeals All Processed Appeals |   |  |   |       |  |  |  |  |  |  |  |  |
|-------------------|--|---|--|---|-------|--|--|--|--|--|--|--|--|
|                   | Number of Affirmed<br>onAppeal                                 | Number Partially Affirmed<br>&Partially<br>Reversed/Remanded on<br>Appeal | Number of Completely<br>Reversed/Remanded on<br>Appeal | Number of Appeals Closed<br>for Other Reasons | TOTAL |  |  |  |  |  |  |  |  |
| J                 | 0  | 2   | 0  | 0   | 2     |  |  |  |  |  |  |  |  |
| GSA-MAIN          | 75   | 4   | 1  | 7   | 87    |  |  |  |  |  |  |  |  |
| AGENCY<br>OVERALL | 75   | 6   | 1  | 7   | 89    |  |  |  |  |  |  |  |  |

|                   | 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 |
| J                 | 0  | 0     | 0     | 0     | 1     | 2     | 1        | 0        | 2        | 0        | 0        | 0        | 0     | 0     |
| GSA-<br>MAIN      | 0  | 0     | 1     | 3     | 18    | 22    | 0        | 0        | 1        | 0        | 0        | 0        | 0     | 0     |
| AGENCY<br>OVERALL | 0  | 0     | 1     | 3     | 19    | 24    | 1        | 0        | 3        | 0        | 0        | 0        | 0     | 0     |

|                | C. (2) Reasons for Denial on Appeal Reasons Other<br>than Exemptions |   |                      |                           |   |   |                         |                                   |                                 |   |       |  |  |
|----------------|--|---|----------------------|---------------------------|---|---|-------------------------|-----------------------------------|---------------------------------|---|-------|--|--|
|                | No<br>Records  | Records<br>Referred<br>at Initial<br>Request<br>Level | Request<br>Withdrawn | Fee-<br>Related<br>Reason | Records<br>Not<br>Reasonably<br>Described | Imprope<br>r<br>Request<br>for Other<br>Reasons | Not<br>Agency<br>Record | Duplicate<br>Request<br>or Appeal | Request<br>in<br>Litigatio<br>n | Appeal<br>Based<br>Solely on<br>Denial for<br>Expedited<br>Processing | Other |  |  |
| J              | 1  | 0   | 0                    | 0                         | 0   | 0   | 0                       | 0                                 | 0                               | 0   | 0     |  |  |
| GSA-MAIN       | 4  | 0   | 2                    | 0                         | 1   | 2   | 2                       | 67                                | 0                               | 0   | 0     |  |  |
| AGENCY OVERALL | 5  | 0   | 2                    | 0                         | 1   | 2   | 2                       | 67                                | 0                               | 0   | 0     |  |  |

|                | C. (3) Reasons for Denial on Appeal<br>Other Reasons  |       |
|----------------|---|-------|
|                | Description of Other Reasons for Denials from<br>Chart C.(2) &Number of Times Those<br>Reasons Were Relied Upon | TOTAL |
| AGENCY OVERALL |   |       |

| C. (4) Response Time for<br>Administrative Appeals |                       |                        |                       |                        |  |  |  |  |  |
|--|-----------------------|------------------------|-----------------------|------------------------|--|--|--|--|--|
|  | Median Number of Days | Average Number of Days | Lowest Number of Days | Highest Number of Days |  |  |  |  |  |
| J  | 16.0                  | 16.0                   | 15.0                  | 17.0                   |  |  |  |  |  |
| GSA-MAIN   | 6.0                   | 24.53                  | < 1                   | 254.0                  |  |  |  |  |  |
| AGENCY OVERALL                                     | 6.0                   | 24.34                  | < 1                   | 254.0                  |  |  |  |  |  |

|                           | C. (5) Ten Oldest Pending Administrative Appeals |                       |     |            |            |            |            |            |            |            |                  |
|---------------------------|--|-----------------------|-----|------------|------------|------------|------------|------------|------------|------------|------------------|
| Agency /<br>Compone<br>nt |  | 10th Oldest<br>Appeal | 9th | 8th        | 7th        | 6th        | 5th        | 4th        | 3rd        | 2nd        | Oldest<br>Appeal |
|                           | Date of Appeal                                   |                       |     | 2023-09-28 | 2023-08-04 | 2023-02-27 | 2023-02-14 | 2022-12-06 | 2022-10-18 | 2022-10-18 | 2021-02-18       |
| GSA-MAIN                  | Number of Days<br>Pending                        |                       |     | 1          | 39         | 150        | 158        | 205        | 238        | 238        | 655              |
| AGENCY                    | Date of Appeal                                   |                       |     | 2023-09-28 | 2023-08-04 | 2023-02-27 | 2023-02-14 | 2022-12-06 | 2022-10-18 | 2022-10-18 | 2021-02-18       |
| OVERALL                   | Number of Days<br>Pending                        |                       |     | 1          | 39         | 150        | 158        | 205        | 238        | 238        | 655              |

# **VI. FOIA Requests: Response Time for Processed and Pending Requests**

|                | A                           | A. Proce                     | ssed Re                         | equests -                    | Respo                       | nse Tin  | ne for A                    | ll Proc                              | essed Po                        | erfected                         | Reque                           | sts                                  |  |
|----------------|-----------------------------|------------------------------|---------------------------------|------------------------------|-----------------------------|--|-----------------------------|--------------------------------------|---------------------------------|----------------------------------|---------------------------------|--------------------------------------|--|
|                | SIMPLE                      |                              |                                 |                              |                             | $\begin{array}{c} \text{COMPLE} \\ \text{X} \end{array}$ |                             |                                      |                                 | EXPEDITED                        |                                 |                                      |  |
|                | Median<br>Number<br>of Days | Average<br>Number<br>of Days | Lowest<br>Numbe<br>r of<br>Days | Highest<br>Number<br>of Days | Median<br>Number<br>of Days |  | Lowest<br>Number<br>of Days | Highes<br>t<br>Numbe<br>r of<br>Days | Median<br>Numbe<br>r of<br>Days | Average<br>Numbe<br>r of<br>Days | Lowest<br>Numbe<br>r of<br>Days | Highes<br>t<br>Numbe<br>r of<br>Days |  |
| J              | 18.0                        | 17.85                        | 2.0                             | 54.0                         | 27.5                        | 85.0   | 15.0                        | 387.0                                | -                               | -                                | -                               | -                                    |  |
| GSA-MAIN       | 17.0                        | 45.42                        | < 1                             | 536.0                        | 68.5                        | 169.3<br>9   | < 1                         | 1105.0                               | 91.0                            | 189.09                           | < 1                             | 980.0                                |  |
| AGENCY OVERALL | 18.0                        | 43.61                        | < 1                             | 536.0                        | 66.5                        | 167.9<br>4   | < 1                         | 1105.0                               | 91.0                            | 189.09                           | < 1                             | 980.0                                |  |

|                | B. Processed Requests Response Time for Perfected Requests in Which Information Was Granted |                                  |                                 |                                      |                                 |                              |                             |                                 |                                 |                                  |                                 |                                      |
|----------------|---|----------------------------------|---------------------------------|--------------------------------------|---------------------------------|------------------------------|-----------------------------|---------------------------------|---------------------------------|----------------------------------|---------------------------------|--------------------------------------|
|                | SIMPLE COMPLEX EXPEDITED PROCESSIN  |                                  |                                 |                                      |                                 |                              |                             |                                 |                                 | VG                               |                                 |                                      |
|                | Median<br>Numbe<br>r of<br>Days   | Average<br>Numbe<br>r of<br>Days | Lowest<br>Numbe<br>r of<br>Days | Highes<br>t<br>Numbe<br>r of<br>Days | Median<br>Numbe<br>r of<br>Days | Average<br>Number<br>of Days | Lowest<br>Number<br>of Days | Highest<br>Numb<br>erof<br>Days | Median<br>Numbe<br>r of<br>Days | Average<br>Numbe<br>r of<br>Days | Lowest<br>Numbe<br>r of<br>Days | Highes<br>t<br>Numbe<br>r of<br>Days |
| J              | 19.0  | 19.11                            | 2.0                             | 54.0                                 | 29.0                            | 117.75                       | 26.0                        | 387.0                           | -                               | -                                | -                               | -                                    |
| GSA-MAIN       | 26.0  | 52.97                            | < 1                             | 479.0                                | 67.0                            | 146.41                       | 3.0                         | 1105.0                          | 59.0                            | 105.06                           | < 1                             | 581.0                                |
| AGENCY OVERALL | 22.0  | 49.99                            | < 1                             | 479.0                                | 67.0                            | 145.91                       | 3.0                         | 1105.0                          | 59.0                            | 105.06                           | < 1                             | 581.0                                |

|                   |                 |               | C             | . Proc        | essed I        | Reques          | ts Resj         | ponse T         | Time ir         | n Day I         | ncreme          | ents                |              |       |
|-------------------|-----------------|---------------|---------------|---------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|--------------|-------|
|                   | Simple Requests |               |               |               |                |                 |                 |                 |                 |                 |                 |                     |              |       |
|                   | 1-20<br>Days    | 21-40<br>Days | 41-60<br>Days | 61-80<br>Days | 81-100<br>Days | 101-120<br>Days | 121-140<br>Days | 141-160<br>Days | 161-180<br>Days | 181-200<br>Days | 201-300<br>Days | 301-<br>400<br>Days | 401+<br>Days | TOTAL |
| J                 | 36              | 2             | 1             | 0             | 0              | 0               | 0               | 0               | 0               | 0               | 0               | 0                   | 0            | 39    |
| GSA-MAIN          | 306             | 93            | 46            | 28            | 17             | 10              | 7               | 10              | 5               | 7               | 12              | 7                   | 7            | 555   |
| AGENCY<br>OVERALL | 342             | 95            | 47            | 28            | 17             | 10              | 7               | 10              | 5               | 7               | 12              | 7                   | 7            | 594   |

|                   | Complex Requests |               |               |               |                |                 |                 |                 |                 |                 |                 |                     |              |       |
|-------------------|------------------|---------------|---------------|---------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|--------------|-------|
|                   | 1-20<br>Days     | 21-40<br>Days | 41-60<br>Days | 61-80<br>Days | 81-100<br>Days | 101-120<br>Days | 121-140<br>Days | 141-160<br>Days | 161-180<br>Days | 181-200<br>Days | 201-300<br>Days | 301-<br>400<br>Days | 401+<br>Days | TOTAL |
| J                 | 1                | 4             | 0             | 0             | 0              | 0               | 0               | 0               | 0               | 0               | 0               | 1                   | 0            | 6     |
| GSA-MAIN          | 61               | 72            | 31            | 21            | 17             | 9               | 9               | 8               | 10              | 6               | 37              | 17                  | 44           | 342   |
| AGENCY<br>OVERALL | 62               | 76            | 31            | 21            | 17             | 9               | 9               | 8               | 10              | 6               | 37              | 18                  | 44           | 348   |

|                   | Expedited Requests |               |               |               |                |                 |                 |                 |                 |                 |                 |                     |              |       |
|-------------------|--------------------|---------------|---------------|---------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------|--------------|-------|
|                   | 1-20<br>Days       | 21-40<br>Days | 41-60<br>Days | 61-80<br>Days | 81-100<br>Days | 101-120<br>Days | 121-140<br>Days | 141-160<br>Days | 161-180<br>Days | 181-200<br>Days | 201-300<br>Days | 301-<br>400<br>Days | 401+<br>Days | TOTAL |
| GSA-MAIN          | 3                  | 4             | 2             | 2             | 0              | 2               | 1               | 2               | 2               | 0               | 0               | 0                   | 4            | 22    |
| AGENCY<br>OVERALL | 3                  | 4             | 2             | 2             | 0              | 2               | 1               | 2               | 2               | 0               | 0               | 0                   | 4            | 22    |

|                   | D. Pending Requests All Pending Perfected Requests |                            |                             |                   |                            |                             |                   |                            |                             |  |  |
|-------------------|--|----------------------------|-----------------------------|-------------------|----------------------------|-----------------------------|-------------------|----------------------------|-----------------------------|--|--|
|                   |  | SIMPLE                     |                             |                   | COMPLEX                    |                             | EXPEDITED         |                            |                             |  |  |
|                   | Number<br>Pending                                  | Median<br>Number<br>ofDays | Average<br>Number<br>ofDays | Number<br>Pending | Median<br>Number<br>ofDays | Average<br>Number<br>ofDays | Number<br>Pending | Median<br>Number<br>ofDays | Average<br>Number<br>ofDays |  |  |
| J                 | 12   | 6.5                        | 19.75                       | 3                 | 27.0                       | 299.0                       | 0                 | -                          | -                           |  |  |
| GSA-MAIN          | 319  | 84.0                       | 113.18                      | 146               | 200.5                      | 267.55                      | 16                | 306.5                      | 387.94                      |  |  |
| AGENCY<br>OVERALL | 331  | 79.0                       | 109.79                      | 149               | 198.0                      | 268.18                      | 16                | 306.5                      | 387.94                      |  |  |

|                       |                        | <b>E.</b> 1       | Pending 1          | Requests [         | Γen Oldes          | t Pending          | Perfected          | Requests           |                    |                    |
|-----------------------|------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Agency /<br>Component | 10th Oldest<br>Request | 9th               | 8th                | 7th                | 6th                | 5th                | 4th                | 3rd                | 2nd                | Oldest<br>Request  |
| J                     | 2023-09-15<br>10       | 2023-09-15<br>6   | 2023-09-15<br>6    | 2023-09-15<br>10   | 2023-09-08<br>15   | 2023-09-07<br>15   | 2023-08-21<br>27   | 2023-08-09<br>25   | 2023-01-12<br>155  | 2020-04-29<br>845  |
| GSA-MAIN              | 2020-03-05<br>874      | 2019-10-01<br>988 | 2019-06-10<br>1075 | 2019-05-28<br>1085 | 2019-05-07<br>1099 | 2019-04-25<br>1107 | 2019-03-26<br>1124 | 2019-01-31<br>1165 | 2018-11-29<br>1204 | 2017-07-24<br>1544 |
| AGENCY<br>OVERAL<br>L | 2020-03-05<br>874      | 2019-10-01<br>988 | 2019-06-10<br>1075 | 2019-05-28<br>1085 | 2019-05-07<br>1099 | 2019-04-25<br>1107 | 2019-03-26<br>1124 | 2019-01-31<br>1165 | 2018-11-29<br>1204 | 2017-07-24<br>1544 |

# VIII. Requests for Expedited Processing and Requests for Fee Waivers

| A. Requests for Expedited Processing |                |               |  |   |  |  |  |  |  |  |
|--------------------------------------|----------------|---------------|--|---|--|--|--|--|--|--|
|                                      | Number Granted | Number Denied | Median Number<br>ofDays to<br>Adjudicate | Average Number of<br>Days to Adjudicate | Number Adjudicated<br>WithinTen Calendar<br>Days |  |  |  |  |  |
| J                                    | 0              | 27            | 10.0                                     | 13.89                                   | 14   |  |  |  |  |  |
| GSA-MAIN                             | 19             | 236           | 1.0                                      | 2.56                                    | 244  |  |  |  |  |  |
| AGENCY OVERALL                       | 19             | 263           | 1.0                                      | 3.65                                    | 258  |  |  |  |  |  |

| B. Requests for Fee Waiver |                |               |  |   |  |  |  |  |  |  |
|----------------------------|----------------|---------------|--|---|--|--|--|--|--|--|
|                            | Number Granted | Number Denied | Median Number of Days to<br>Adjudicate | Average Number of Days to<br>Adjudicate |  |  |  |  |  |  |
| J                          | 6              | 4             | 0.0                                    | 1.6                                     |  |  |  |  |  |  |
| GSA-MAIN                   | 5              | 195           | 0.0                                    | 0.19                                    |  |  |  |  |  |  |
| TOTAL                      | 11             | 199           | 0.0                                    | 0.25                                    |  |  |  |  |  |  |

#### **IX. FOIA Personnel and Costs**

|              |   | PERSONNEL   |   | COSTS            |                                 |                |
|--------------|---|---|---|------------------|---------------------------------|----------------|
|              | Number of Full-<br>Time FOIA<br>Employees | Number of<br>Equivalent<br>Full-Time<br>FOIA<br>Employees | Total Number<br>ofFull-Time<br>FOIA Staff | Processing Costs | Litigation-<br>Related<br>Costs | Total Costs    |
| J            | 2   | 0.0   | 2.0                                       | \$162,240.00     | \$0.00                          | \$162,240.00   |
| GSA-<br>MAIN | 9   | 1.47  | 10.47                                     | \$1,028,851.27   | \$0.00                          | \$1,028,851.27 |
| TOTAL        | 11.0                                      | 1.47  | 12.47 _                                   | \$1,191,091.27   | \$0.00                          | \$1,191,091.27 |

## X. Fees Collected for Processing Requests

|                   | Total Amount of Fees Collected | Percentage of<br>Total Costs |
|-------------------|--------------------------------|------------------------------|
| GSA-MAIN          | \$46,391.20                    | 0.05                         |
| AGENCY<br>OVERALL | \$46,391.20                    | 0.04                         |

## X. FOIA Regulations

| A. Number of Times Subsection (c) Used |                                     |  |  |  |  |
|--|-------------------------------------|--|--|--|--|
|  | Number of Times Subsection (c) Used |  |  |  |  |
| J                                      | 0                                   |  |  |  |  |
| GSA-MAIN                               | 0                                   |  |  |  |  |
| AGENCY OVERALL                         | 0                                   |  |  |  |  |

| B. Number of Subsection (a)(2) Postings |                                       |                                   |  |  |  |
|---|---------------------------------------|-----------------------------------|--|--|--|
|   | Number of Items Posted by FOIA Office | Number of Items Posted by Program |  |  |  |
| J                                       | 0                                     | 33                                |  |  |  |
| GSA-MAIN                                | 4                                     | 101                               |  |  |  |
| AGENCY<br>OVERALL                       | 4                                     | 134                               |  |  |  |

## 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 |  |  |  |  |  |
| J                 | 7   | 0   |  |  |  |  |  |
| GSA-MAIN          | 393   | 7   |  |  |  |  |  |
| AGENCY<br>OVERALL | 396   | 7   |  |  |  |  |  |

|                | B. Consultations on I  | FOIA Requests Receiv   | ed, Processed, and Po   | ending Consultations   |
|----------------|--|--|---|--|
|                | Number of Consultations<br>Received from Other<br>Agencies that Were Pending<br>as of Start of the Fiscal Year | Number of Consultations<br>Received from Other<br>Agencies During the Fiscal<br>Year | Number of Consultations<br>Received from Other<br>Agencies that Were<br>Processed During the Fiscal<br>Year | Number of Consultations<br>Received from Other<br>Agencies that Were Pending<br>as of End of the Fiscal Year |
| J              | 0  | 4  | 4   | 0  |
| GSA-MAIN       | 0  | 77   | 70  | 7  |
| AGENCY OVERALL | 0  | 81   | 74  | 7  |

| C.                    | Consultations on FOIA Requests Ten Oldest Consultations Received from Other Agencies<br>Pending at Your Agency |     |     |                     |                 |                  |        |                      |                  |                        |
|-----------------------|--|-----|-----|---------------------|-----------------|------------------|--------|----------------------|------------------|------------------------|
| Agency /<br>Component | 10th Oldest<br>Consultation  | 9th | 8th | 7th                 | 6th             | 5th              | 4th    | 3rd                  | 2nd              | Oldest<br>Consultation |
| GSA-MAIN              |  |     |     | 2023-09-<br>21<br>6 | 2023-09-20<br>7 | 2023-09-14<br>11 | 1 - 3- | 2023-08-<br>21<br>28 | 2023-08-15<br>32 | 2023-06-14<br>74       |
| AGENCY<br>OVERALL     |  |     |     | 2023-09-<br>21<br>6 | 2023-09-20<br>7 | 2023-09-14<br>11 |        | 2023-08-<br>21<br>28 | 2023-08-15<br>32 | 2023-06-14<br>74       |

| D. Comparison of Numbers of Requests from Previous and Current Annual Report Requests<br>Received, Processed, and Backlogged |   |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|
|  | NUMBER OF REQU  | NUMBER OF REQUESTS RECEIVED NUMBER OF REQUESTS PROCESSED                   |  |  |  |  |  |
|  | Number Received During<br>Fiscal Year from Last Year's<br>Annual Report | Number Received During<br>Fiscal Year from Current<br>Year's Annual Report | Number Processed During<br>Fiscal Year from Last Year's<br>Annual Report | Number Processed During<br>Fiscal Year from Current<br>Annual Report |  |  |  |
| J  | 68  | 122  | 76   | 110  |  |  |  |
| GSA-MAIN   | 1100  | 1601   | 1284   | 1401   |  |  |  |
| AGENCY OVERALL   | 1168  | 1723   | 1360   | 1511   |  |  |  |

|                | Number of Backlogged Requests as of End of the Fiscal<br>Year from Previous Annual Report | Number of Backlogged Requests as of End of the Fiscal<br>Year from Current Annual Report |  |  |
|----------------|---|--|--|--|
| J              | 4   | 3  |  |  |
| GSA-MAIN       | 313   | 393  |  |  |
| AGENCY OVERALL | 317   | 396  |  |  |

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

|                | NUMBER OF APPI  | EALS RECEIVED   | NUMBER OF APPEALS PROCESSED  |  |  |
|----------------|---|---|--|--|--|
|                | Number Received During<br>Fiscal Year from Last Year's<br>Annual Report | Number Received During<br>Fiscal Year from Current<br>Annual Report | Number Processed During<br>Fiscal Year from Last Year's<br>Annual Report | Number Processed During<br>Fiscal Year from Current<br>Annual Report |  |
| J              | 2   | 1   | 1  | 2  |  |
| GSA-MAIN       | 23  | 87  | 27   | 87   |  |
| AGENCY OVERALL | 25  | 88  | 28   | 89   |  |

| Agency / Component 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 Curren<br>Annual Report |  |  |
|--|---|--|--|--|
| J  | 1 | 0  |  |  |
| GSA-MAIN   | 8 | 7  |  |  |
| AGENCY OVERALL   | 9 | 7  |  |  |