

For: All Federal and Non-Federal Employees

Freedom of Information Annual Report to USDA

Approved by: State Executive Director



1 Overview

A Background

Handbook 2-INFO, Paragraph 9, Exhibit 7 requires each county to use a log (FSA-534) to record information requests. An annual report is required by 2-INFO, Paragraph 10.

2 County Office Action

County Offices shall do the following:

- Obtain data for this report from the FSA-534 log for FSA Offices.
- This report should be a consolidated report for all operations in the County Office.
- Prepare MS-217P on FSA-537 (Exhibit 1) to reach the State Office by October 18, 2004.
- Negative reports are required.

3 Contact

If you have questions, contact Karen Petrus at (501) 301-3017.

Disposal Date

September 30, 2005
10/05/2004

Distribution

All FSA Offices

INFO-28

REPRODUCE LOCALLY. Include form number and date on all reproductions.

FSA-537 (11-17-00) <div style="text-align: center;"> U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency </div> <div style="text-align: center;"> ANNUAL FREEDOM OF INFORMATION ACT REPORT </div> Report Control No. MS-271P	1. OFFICE NAME (State Office, KCCO, etc.) 2. OFFICE LOCATION (City and State) 3. FISCAL YEAR (Reporting period)
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PART A - NUMBER OF INITIAL REQUESTS

4. No. of Requests Pending at End of FY (Previous Year)	5. No. of Requests Received During FY (Reporting Year)	6. No. of Requests Processed During FY (Reporting Year)	7. No. of Requests Pending End of FY (Reporting Year)
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PART B - DISPOSITION OF INITIAL REQUESTS

8. No. of Total Grants	9. No. of Partial Grants	10. Total No. of Denials
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11. No. of Denials for Each Exemption:

Exemption No.	No. Times Each Exemption Was Invoked to Deny Initial Requests	Exemption No.	No. Times Each Exemption Was Invoked to Deny Initial Requests	Exemption No.	No. Times Each Exemption Was Invoked to Deny Initial Requests	Exemption No.	No. Times Each Exemption Was Invoked to Deny Initial Requests
1		4		7A		7E	
2		5		7B		7F	
3	For Exemption 3, state applicable statute according to 2-INFO, subparagraph 20C.	6		7C		8	
				7D		9	

12A. Other Reasons for Non-Disclosure (Totals)	12B. No. of No Records	12C. Referred Elsewhere	12D. Request Withdrawn	12E. Fee-related Reason	12F. Records Not Reasonably Described	12G. Not a Proper FOIA Request	12H. Not an Agency Record	12I. Duplicate Request	12K. Other (Specify)
									No.:

PART C - MEDIAN PROCESSING TIME FOR REQUESTS

13A. No. of Simple Requests	13B. Median No. of Days to Process	14A. No. of Complex Requests	14B. Median Days to Process	15A. No. of Expedited Requests	15B. Median Days to Process
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PART D - STATUS OF PENDING REQUESTS

16A. No. of Requests Pending at End of FY (Reporting Year)	16B. Median No. of Days Requests Were Pending at End of FY (Reporting Year)	17A. TOTAL COSTS (include staff and all resources for processing FOIA requests)	17B. Additional Resources Needed (Optional)
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PART E - STAFFING LEVELS

18A. Total Fees Collected	18B. Percentage of Total Costs	19A. No. of Full-Time FOIA Personnel	19B. No. of Part-Time or Occasional FOIA Duties (in Work-Years)	19C. Total No. of Personnel (in Work-Years)
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20. REMARKS

21. SIGNATURE OF PREPARER	TITLE	DATE
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