



## ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

### Freedom of Information Act Annual Report Fiscal Year 2018

#### I. Basic Information

The Administrative Conference of the United States (ACUS) is a small agency staffed by approximately 16 full-time persons. Since the agency has no component offices, all of the agency's FOIA requests are processed at the agency level.

A. For questions concerning this report, contact:

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202-480-2080

B. An electronic copy of the report may be obtained online at: [www.acus.gov/foia](http://www.acus.gov/foia).

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

#### II. How to Make a FOIA Request

A. The preferred method for making a formal FOIA request is to submit an online request at <http://www.acus.gov/foia/request/>. Requests may also be submitted via the federal government's online portal at <https://www.foia.gov>. The Conference's FOIA regulations outline additional ways in which to submit a FOIA request. Those methods include submitting a written request to the agency either by mail or by fax. The Conference's *Freedom of Information Act Reference Guide* contains further information on how to make a request. Both the FOIA regulations and the guide are located on the agency's website, [www.acus.gov/foia](http://www.acus.gov/foia).

B. Agency response-time ranges:

The median response time for processing simple **initial requests** in FY 18 was less than one working day and the average response time was 1.42 working days. Eighteen out of a total of 19 responses took less than one business day. There were zero **appeals** for the year.

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

FOIA requests submitted to ACUS may not be granted when the information meets the criteria or standards that preclude disclosure (or allow for non-disclosure) under one or more of the FOIA exemptions, or when no responsive records exist or are not in the possession of this agency. Exemptions were used in only one case in FY 2018); and in that one case, the minimum amount of

information was redacted and the balance of the requested records were released. The exemptions (Exemption 2) related to personally identifiable information subject to privacy. As in prior years, a large number of FOIA requests—more than 50 percent—were from inmates at federal prisons. These individuals requested records related to themselves or their cases—records that do not reside at ACUS. In all cases where the requests were denied, the requesters were made aware of their rights to appeal (within 90 days) or seek dispute resolution services from the Office of Government Information Services.

### III. Definitions of Terms and Acronyms Used in this Report

A. “ACUS” or “The Conference”—Administrative Conference of the United States

B. Basic Terms:

1. FOIA/PA request -- Freedom of Information Act/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 the requester; such requests are also treated as FOIA requests. (All requests for access to records, regardless of which law is cited by the requester, are included in this report.)
2. Initial Request -- a request to a federal agency for access to records under the FOIA.
3. Appeal -- a request to a federal agency asking that it review at a higher administrative level a full or partial denial of access to records under the FOIA, or any other FOIA determination such as a denial of a fee waiver or an assessment.
4. Processed Request or Appeal -- a request or appeal for which an agency has taken a final action in all respects on the request or the appeal.
5. Multi-track processing -- a system in which simple requests requiring relatively minimal review are processed on one track, and more voluminous and complex requests are processed on 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.
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 prior requests.
7. Simple request -- a FOIA request that an agency using multi-track processing assigns to its fastest (non-expedited) track based on the volume and/or simplicity of records requested.
8. Complex request -- a FOIA request that an agency using multi-track processing assigns to a slower track based on the volume and/or complexity of records requested.
9. Grant -- an agency decision to disclose in full all records that exist in response to a FOIA request.

10. Partial grant -- an agency decision to disclose a record in part in response to a FOIA request; or a decision to disclose some records in full, but to withhold others in whole or in part.
11. Denial -- an agency decision not to release any records in response to a FOIA request because the agency determines that all the information in the requested records is exempt under one or more exemptions, or for some procedural reason (e.g., because no record is located in response to a FOIA request or the requested records do not exist at the agency).
12. Time limits -- the time period for an agency to respond to a FOIA 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 remains no 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, among 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.

3. Agency Component Abbreviations

Component Abbreviation	Component Name

ACUS FOIA Annual Report FY '18

IV. EXEMPTION 3 STATUTES

Statute	Type of Information Withheld	Case Citation	Agency / Component	Number of Times Relied upon by Agency / Component	Total Number of Times Relied upon by Agency Overall
N/A	N/A	N/A	ACUS	0	0

ACUS FOIA Annual Report FY '18

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**V.A. FOIA REQUESTS -- RECEIVED, PROCESSED AND PENDING FOIA REQUESTS**

Agency / Component	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
ACUS	0	19	19	0
				0
AGENCY OVERALL	0	19	19	0

ACUS FOIA Annual Report FY '18

**V.B.(1). DISPOSITION OF FOIA REQUESTS -- ALL PROCESSED REQUESTS**

Agency / Component	Number of Full Grants	Number of Partial Grants / Partial Denials	Number of Full Denials Based on Exemptions	Number of Full Denials Based on Reasons Other than Exemptions									TOTAL	
				No Records	All Records Referred to Another Component or Agency	Request Withdrawn	Fee-Related Reason	Records not Reasonably Described	Improper FOIA Request for Other Reason	Not Agency Record	Duplicate Request	Other *Explain in Chart Below		
ACUS	3	1	0	15	0	0	0	0	0	0	0	0	0	19
														0
AGENCY OVERALL	3	1	0	15	0	0	0	0	0	0	0	0	0	19

**V.B.(2). DISPOSITION OF FOIA REQUESTS -- "OTHER" REASONS FOR "FULL DENIALS  
BASED ON REASONS OTHER THAN EXEMPTIONS"**

Agency / Component	Description of "Other" Reasons for Denials from Chart B(1)	Number of Times "Other" Reason Was Relied Upon	TOTAL
ACUS	N/A	0	0
AGENCY OVERALL			0



ACUS FOIA Annual Report FY '18

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**V.B.(3). DISPOSITION OF FOIA REQUESTS -- NUMBER OF TIMES EXEMPTIONS APPLIED**

Agency / Component	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
ACUS	0	1	0	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	0	1	0	0	0	0	0	0	0	0	0	0	0	0

ACUS FOIA Annual Report FY '18

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**VI.A. ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS -- RECEIVED, PROCESSED, AND PENDING ADMINISTRATIVE APPEALS**

Agency / Component	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
ACUS	0	0	0	0
				0
AGENCY OVERALL	0	0	0	0

ACUS FOIA Annual Report FY '18

**VI.B. DISPOSITION OF ADMINISTRATIVE APPEALS -- ALL PROCESSED APPEALS**

Agency / Component	Number 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
ACUS	0	0	0	0	0
					0
AGENCY OVERALL	0	0	0	0	0

ACUS FOIA Annual Report FY '18

**VI.C.(1). REASONS FOR DENIAL ON APPEAL -- NUMBER OF TIMES EXEMPTIONS APPLIED**

Agency / Component	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
ACUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ACUS FOIA Annual Report FY '18

**VI.C.(2). REASONS FOR DENIAL ON APPEAL -- REASONS OTHER THAN EXEMPTIONS**

Agency / Component	No Records	Records Referred at Initial Request Level	Request Withdrawn	Fee-Related Reason	Records not Reasonably Described	Improper Request for Other Reasons	Not Agency Record	Duplicate Request or Appeal	Request in Litigation	Appeal Based Solely on Denial of Request for Expedited Processing	Other *Explain in chart below
ACUS	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	0	0	0	0	0	0	0	0	0	0	0

ACUS FOIA Annual Report FY '18

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**VI.C.(3). REASONS FOR DENIAL ON APPEAL -- "OTHER" REASONS**

Agency / Component	Description of "Other" Reasons for Denial on Appeal from Chart C(2)	Number of Times "Other" Reason Was Relied Upon	TOTAL
ACUS	N/A	0	0
AGENCY OVERALL			0

**VI.C.(4). RESPONSE TIME FOR ADMINISTRATIVE APPEALS**

Agency / Component	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
AGENCY OVERALL	0.00	0.00	0.00	0.00

ACUS FOIA Annual Report FY '18

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**VI.C.(5). TEN OLDEST PENDING ADMINISTRATIVE APPEALS**

Agency / Component		10th Oldest Appeal	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Appeal
	Date of Appeal										
	Number of Days Pending										
AGENCY OVERALL	Date of Appeal	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Number of Days Pending	0	0	0	0	0	0	0	0	0	0



ACUS FOIA Annual Report FY '18

**VII.A. FOIA REQUESTS -- RESPONSE TIME FOR ALL PROCESSED PERFECTED REQUESTS**

Agency / Component	SIMPLE				COMPLEX				EXPEDITED PROCESSING			
	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
AGENCY OVERALL	<1	1.42	<1	9	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

ACUS FOIA Annual Report FY '18

**VII.B. PROCESSED REQUESTS -- RESPONSE TIME FOR PERFECTED REQUESTS IN WHICH INFORMATION WAS GRANTED**

Agency / Component	SIMPLE				COMPLEX				EXPEDITED PROCESSING			
	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
AGENCY OVERALL	<1	3	<1	9	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

ACUS FOIA Annual Report FY '18

**VII.C. PROCESSED SIMPLE REQUESTS -- RESPONSE TIME IN DAY INCREMENTS**

Agency / Component	<1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-300 Days	301-400 Days	401+ Days	TOTAL
ACUS	19	0	0	0	0	0	0	0	0	0	0	0	0	19
														0
AGENCY OVERALL	19	0	0	0	0	0	0	0	0	0	0	0	0	19

ACUS FOIA Annual Report FY '18

**VII.C. PROCESSED COMPLEX REQUESTS -- RESPONSE TIME IN DAY INCREMENTS**

Agency / Component	<1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-300 Days	301-400 Days	401+ Days	TOTAL
ACUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
														0
AGENCY OVERALL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ACUS FOIA Annual Report FY '18

**VII.C. PROCESSED REQUESTS GRANTED EXPEDITED PROCESSING -- RESPONSE TIME IN DAY INCREMENTS**

Agency / Component	<1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-300 Days	301-400 Days	401+ Days	TOTAL
ACUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
														0
AGENCY OVERALL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ACUS FOIA Annual Report FY '18

**VII.D. PENDING REQUESTS -- ALL PENDING PERFECTED REQUESTS**

Agency / Component	SIMPLE			COMPLEX			EXPEDITED PROCESSING		
	Number Pending	Median Number of Days	Average Number of Days	Number Pending	Median Number of Days	Average Number of Days	Number Pending	Median Number of Days	Average Number of Days
AGENCY OVERALL	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A

ACUS FOIA Annual Report FY '18

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**VII.E. PENDING REQUESTS -- TEN OLDEST PENDING PERFECTED REQUESTS**

Agency / Component		10th Oldest Request	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Request
	Date of Receipt										
	Number of Days Pending										
AGENCY OVERALL	Date of Receipt	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Number of Days Pending	0	0	0	0	0	0	0	0	0	0

ACUS FOIA Annual Report FY '18

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**VIII.A. REQUESTS FOR EXPEDITED PROCESSING**

Agency / Component	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate	Number Adjudicated Within Ten Calendar Days
AGENCY OVERALL	0	0	N/A	N/A	N/A



**VIII.B. REQUESTS FOR FEE WAIVER**

Agency / Component	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
AGENCY OVERALL	0	0	N/A	N/A

ACUS FOIA Annual Report FY '18

**IX. FOIA PERSONNEL AND COSTS**

Agency / Component	PERSONNEL			COSTS		
	Number of "Full-Time FOIA Employees"	Number of "Equivalent Full-Time FOIA Employees"	Total Number of "Full-Time FOIA Staff"	Processing Costs	Litigation-Related Costs	Total Costs
ACUS	0	0.05	0.05	\$10,928.00	\$0.00	\$10,928.00
			0			\$0.00
AGENCY OVERALL	0	0.05	0.05	\$10,928.00	\$0.00	\$10,928.00

**X. FEES COLLECTED FOR PROCESSING REQUESTS**

Agency / Component	Total Amount of Fees Collected	Percentage of Total Costs
ACUS	\$0.00	0.00%
AGENCY OVERALL	\$0.00	0.00%

**XI.A. NUMBER OF TIMES SUBSECTION (C) USED**

Agency / Component	Number of Times Subsection Used
ACUS	0
AGENCY OVERALL	0

**XI.B. NUMBER OF SUBSECTION (A)(2) POSTINGS**

Agency / Component	Number of Records Posted by the FOIA Office	Number of Records Posted by Program Offices
ACUS	6	258
AGENCY OVERALL	6	258

**XII.A. BACKLOGS OF FOIA REQUESTS AND ADMINISTRATIVE APPEALS**

Agency / Component	Number of Backlogged Requests as of End of Fiscal Year	Number of Backlogged Appeals as of End of Fiscal Year
ACUS	0	0
AGENCY OVERALL	0	0

**XII.B. CONSULTATIONS ON FOIA REQUESTS -- RECEIVED, PROCESSED, AND PENDING CONSULTATIONS**

Agency / Component	Number of Consultations Received from Other Agencies that were <u>Pending</u> at the Agency as of <u>Start</u> of the Fiscal Year	Number of Consultations <u>Received</u> from Other Agencies During the Fiscal Year	Number of Consultations Received from Other Agencies that were <u>Processed</u> by the Agency During the Fiscal Year	Number of Consultations Received from Other Agencies that were <u>Pending</u> at the Agency as of <u>End</u> of the Fiscal Year
ACUS	0	1	1	0
				0
AGENCY OVERALL	0	1	1	0

ACUS FOIA Annual Report FY '18

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**XII.C. CONSULTATIONS ON FOIA REQUESTS -- TEN OLDEST CONSULTATIONS RECEIVED FROM OTHER AGENCIES AND PENDING AT THE AGENCY**

Agency / Component		10th Oldest Consultation	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Consultation
	Date										
	Number of Days										
AGENCY OVERALL	Date	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Number of Days	0	0	0	0	0	0	0	0	0	0



ACUS FOIA Annual Report FY '18

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**XII.D.(1). COMPARISON OF NUMBERS OF REQUESTS FROM PREVIOUS AND CURRENT ANNUAL REPORT -- REQUESTS RECEIVED AND PROCESSED**

Agency / Component	NUMBER OF REQUESTS <u>RECEIVED</u>		NUMBER OF REQUESTS <u>PROCESSED</u>	
	Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
ACUS	16	19	16	19
AGENCY OVERALL	16	19	16	19

**XII.D.(2). COMPARISON OF NUMBERS OF REQUESTS FROM PREVIOUS AND CURRENT ANNUAL REPORT -- BACKLOGGED REQUESTS**

Agency / Component	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
ACUS	0	0
AGENCY OVERALL	0	0

ACUS FOIA Annual Report FY '18

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**XII.E.(1). COMPARISON OF NUMBERS OF ADMINISTRATIVE APPEALS FROM PREVIOUS AND CURRENT ANNUAL REPORT -- APPEALS RECEIVED AND PROCESSED**

Agency / Component	NUMBER OF APPEALS <u>RECEIVED</u>		NUMBER OF APPEALS <u>PROCESSED</u>	
	Number Received During Fiscal Year from Last Year's Annual Report	Number Received During Fiscal Year from Current Annual Report	Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report
ACUS	0	0	0	0
AGENCY OVERALL	0	0	0	0

**XII.E.(2). COMPARISON OF NUMBERS OF ADMINISTRATIVE APPEALS FROM  
PREVIOUS AND CURRENT ANNUAL REPORT -- BACKLOGGED APPEALS**

## ACUS FOIA Annual Report FY '18

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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 Current Annual Report
ACUS	0	0
AGENCY OVERALL	0	0