

This report was prepared by the Federal Housing Finance Board (Finance Board) pursuant to the requirements of the Freedom of Information Act (FOIA), 5 U.S.C.A. § 552(e) (West 1996 & Supp. 1999) and guidance issued by the Office of Information and Privacy of the U.S. Department of Justice. See FOIA Update Summer 1997. The report covers the 1999 fiscal year from October 1, 1998 to September 30, 1999.

## **I. Basic Information Regarding Report**

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

Elaine L. Baker, Secretary to the Board

Federal Housing Finance Board

1777 F Street, N.W.

Washington, DC 20006

[bakere@fhfb.gov](mailto:bakere@fhfb.gov)

Phone number: (202) 408-2837

Fax number: (202) 408-2895

### **B. Electronic address for the report on the World Wide Web.**

[www.fhfb.gov](http://www.fhfb.gov)

### **C. How to obtain a copy of the report in paper form.**

Submit requests to:

Elaine L. Baker, Secretary to the Board

Federal Housing Finance Board

1777 F Street, N.W.

Washington, DC 20006

[bakere@fhfb.gov](mailto:bakere@fhfb.gov)

Phone number: (202) 408-2837

Fax number: (202) 408-2895

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

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

Elaine L. Baker, Secretary to the Board

Federal Housing Finance Board

1777 F Street, N.W.

Washington, DC 20006

[bakere@fhfb.gov](mailto:bakere@fhfb.gov)

Phone number: (202) 408-2837

Fax number: (202) 408-2895

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

It is the policy of the Finance Board to respond promptly to all FOIA requests. The Finance Board makes every effort to respond within the 20 working days time limit provided by FOIA. Accordingly, the Finance Board responded to 96 of the 116 FOIA requests received during the 1999 fiscal year within 20 working days. With regard to 7 FOIA requests, the Finance Board extended the response time for an additional 10 working days. The Finance Board responded to the remaining FOIA requests in 31 - 35 working days.

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

The Finance Board did not grant some requests because:

- A search of Finance Board records revealed no records responsive to the request.
- The requests were sent in error to the Finance Board and were referred to the appropriate agency for response.
- The information sought was exempt from disclosure pursuant to one or more FOIA exemptions.

**III. Definitions of Terms and Acronyms Used in the Report.**

None

**IV. Exemption 3 Statutes**

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

The only exemption 3 statute the Finance Board relied upon during the 1999 fiscal year was 41 U.S.C.A. § 253b(m) (West 1987 & Supp. 1999), which specifically prohibits disclosure of contractor proposals under the FOIA.

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

The Finance Board withheld one contractor proposal under this statute.

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

Not applicable

## V. Initial FOIA/PA Access Requests

### A. Numbers of initial requests.

1. **Number of requests pending as of end of preceding fiscal year - 6**
2. **Number of requests received during current fiscal year - 116**
3. **Number of requests processed during current fiscal year - 121**
4. **Number of requests pending as of end of current fiscal year - 5**

### B. Disposition of initial requests.

1. **Number of total grants – 71**
2. **Number of partial grants – 14**
3. **Number of denials – 1**
  - 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 - 1**
    - (4) **Exemption 4 - 1**
    - (5) **Exemption 5 - 5**
    - (6) **Exemption 6 - 3**
    - (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 - 6

(14) Exemption 9 - 0

4. Other reasons for nondisclosure (total) - 35

a. no records - 29

b. referrals - 0

c. request withdrawn - 1

d. fee-related reason - 4

e. records not reasonably described - 0

f. not a proper FOIA request for some other reason - 1

g. not an agency record - 0

h. duplicate request - 0

i. other (specify) - 0

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

### A. Numbers of appeals.

1. Number of appeals received during fiscal year - 1

2. Number of appeals processed during fiscal year - 1

### B. Disposition of appeals.

1. Number completed upheld - 0

2. Number partially reversed - 1

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 - 1
- (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) - 1
  - a. no records - 0
  - b. referrals - 1
  - 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. The Finance Board uses one track for the processing of all FOIA requests.
  - a. number of requests processed - 115
  - b. median number of days to process - 16

2. Requests accorded expedited processing.
  - a. number of requests processed - 0
  - b. median number of days to process - n/a

**B. Status of pending requests.**

1. Number of requests pending as of end of current fiscal year - 5
2. Median number of days that such requests were pending as of that date - 14

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

**Optional**

**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) - 6
3. Total number of personnel (in work-years) – 1.27 FTE

**B. Total costs (including staff and all resources).**

1. FOIA processing (including appeals) - \$107,727
2. Litigation-related activities (estimated) - 0
3. Total costs - \$107,727

**X. Fees**

**A. Total amount of fees collected agency for by processing requests - \$1,907.26**

**B. Percentage of total costs - 0.01822**

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

[Freedom of Information Act Interim Rule \(07/13/98\)](#)

[Freedom of Information Act Final Rule \(02/08/99\)](#)