

**INSTITUTE OF MUSEUM AND LIBRARY SERVICES
FREEDOM OF INFORMATION ACT (FOIA)
ANNUAL REPORT
FISCAL YEAR 2020**

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I. **BASIC INFORMATION REGARDING REPORT**

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

Gladstone Payton, Congressional Affairs Officer
Office of the General Counsel
Institute of Museum and Library Services
955 L'Enfant Plaza North, SW, Suite 4000
Washington, DC 20024-2135
(202) 653-4787

**Susan Gerson, Associate General Counsel or
Mae Ridges, Legal Policy/Management Officer**
Office of the General Counsel
Institute of Museum and Library Service
955 L'Enfant Plaza North, SW, Suite 4000
Washington, DC 20024-2135
(202) 653-4787

2. Electronic link for access to the report on the agency Web site.

http://www.ims.gov/about/freedom_of_information_act_foia.aspx

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

Mae Ridges
Office of the General Counsel
Institute of Museum and Library Services
955 L'Enfant Plaza North, SW, Suite 4000
Washington, DC 20024-2135
(202) 653-4787

II. **HOW TO MAKE A FOIA REQUEST (IMLS FOIA REGULATIONS/FEEES)**

1. Names, addresses, and telephone numbers of all individuals that receive FOIA requests

For basic information on how to make a FOIA request, visit our Web site at:

http://www.ims.gov/about/freedom_of_information_act_foia.aspx

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

The primary reason for not fully granting requests for which records are located is that disclosure would result in unwarranted invasions of personal privacy or confidential financial information that is privileged. Generally, small, separable portions of the records are withheld in those instances. In other cases, records do not exist that respond to the request. At IMLS, the most common exemptions used are: Exemption 4: Trade secrets and commercial or financial information. Specifically, portions of some grant proposals may have privileged financial information which has been submitted by the grantee for agency use only; Exemption 5: Inter-agency or intra-agency memoranda or letters protected through the deliberative process privilege, the attorney work-product privilege and the attorney-client privilege. This exemption is used when there is a clear showing that a particular document was generated to assist the agency staff in the process of arriving at an agency decision but was not generated to represent or become part of the final agency decision, and Exemption 6: Personnel, medical and similar files which would constitute a clearly unwarranted invasion of personal privacy. This exemption is used to protect the release of personal information which may be included in an agency grant or document that if released would subject an individual to an unwarranted invasion of personal privacy.

III. ACRONYMS, DEFINITIONS AND EXEMPTIONS

1. Agency-specific acronyms or other terms.

IMLS - Institute of Museum and Library Services

2. Basic terms expressed in common terminology.

- 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 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 that forwarded it. That agency, in turn, will then respond to the FOIA requester.
- f. **Exemption 3 Statute** – information from disclosure and which the agency relies on to withhold information under subsection (b)(3) of the FOIA.
- g. **FOIA Request** – person (i.e., a “third-party” person) include requests made by requesters seeking records concerning themselves (i.e., “first-party” requests) when those requests are 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 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 to a FOIA request.
- 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 be located.
- 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. **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.
- l. **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. **Perfect 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. **Time Limits** – 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).
3. Description of 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 the 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 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 on wells

4. **Agency Component Abbreviations**

| Component Abbreviation | Component Name |
|------------------------|--|
| IMLS | Institute of Museum and Library Services |

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 | IMLS | 0 | 0 |

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 |
|--------------------|---|--|---|---|
| IMLS | 5 | 39 | 42 | 2 |
| AGENCY OVERALL | 5 | 39 | 42 | 2 |

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 Exemption | | | | | | | | | 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 | |
| IMLS | 21 | 9 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 42 |
| AGENCY OVERALL | 21 | 9 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 42 |

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 |
|--------------------|--|--|-------|
| IMLS | Directed requester to publicly available information | 1 | 1 |
| AGENCY OVERALL | | | 1 |

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 |
|--------------------|-------|-------|-------|-------|-------|-------|----------|----------|----------|----------|----------|----------|-------|-------|
| IMLS | 0 | 0 | 0 | 1 | 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| AGENCY OVERALL | 0 | 0 | 0 | 1 | 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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 |
|--------------------|--|---|--|--|
| IMLS | 0 | 0 | 0 | 0 |
| AGENCY OVERALL | 0 | 0 | 0 | 0 |

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 |
|--------------------|---------------------------|---|---|--|-------|
| IMLS | 0 | 0 | 0 | 0 | 0 |
| AGENCY OVERALL | 0 | 0 | 0 | 0 | 0 |

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 |
| IMLS | 7 | 8.44 | 2 | 20 | 370 | 458.16 | 22 | 1068 | N/A | N/A | N/A | N/A |
| AGENCY OVERALL | 7 | 8.44 | 2 | 20 | 370 | 458.16 | 22 | 1068 | N/A | N/A | N/A | N/A |

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 |
| IMLS | 8 | 9.07 | 2 | 20 | 727 | 663.25 | 132 | 1068 | N/A | N/A | N/A | N/A |
| AGENCY OVERALL | 8 | 9.07 | 2 | 20 | 727 | 663.25 | 132 | 1068 | N/A | N/A | N/A | N/A |

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 |
|--------------------|----------------|---------------|-------------------------------------|--------------------------------------|---|
| IMLS | 0 | 0 | N/A | N/A | 0 |
| AGENCY OVERALL | 0 | 0 | N/A | N/A | 0 |

VIII.B. REQUESTS FOR FEE WAIVER

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

IX. FOIA PERSONNEL AND COST

| 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 |
| IMLS | 0 | 0.25 | 0.25 | 35383.50 | 0.00 | 35383.50 |
| AGENCY OVERALL | 0 | 0.25 | 0.25 | 35383.50 | 0.00 | 35383.50 |

X. FEES COLLECTED FOR PROCESSING REQUESTS

| Agency / Component | Total Amount of Fees Collected | Percentage of Total Costs |
|--------------------|--------------------------------|---------------------------|
| IMLS | 0.00 | 0.0000 |
| AGENCY OVERALL | 0.00 | 0.0000 |

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

| Agency / Component | Number of Times Subsection Used |
|--------------------|---------------------------------|
| IMLS | 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 |
|--------------------|---|---|
| IMLS | 10 | 1627 |
| AGENCY OVERALL | 10 | 1627 |

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 |
|--------------------|--|---|
| IMLS | 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 |
|--------------------|---|--|--|---|
| IMLS | 0 | 0 | 0 | 0 |
| AGENCY OVERALL | 0 | 0 | 0 | 0 |

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 |
|--------------------|----------------|--------------------------|-----|-----|-----|-----|-----|-----|-----|-----|---------------------|
| IMLS | 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 |
| 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 |

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 |
| IMLS | 44 | 39 | 53 | 42 |
| AGENCY OVERALL | 44 | 39 | 53 | 42 |

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 |
|--------------------|--|---|
| IMLS | 5 | 0 |
| AGENCY OVERALL | 5 | 0 |

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 |
| IMLS | 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

| 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 |
|--------------------|---|--|
| IMLS | 0 | 0 |
| AGENCY OVERALL | 0 | 0 |