

**INSTITUTE OF MUSEUM AND LIBRARY SERVICES**  
**FREEDOM OF INFORMATION ACT (FOIA)**  
**ANNUAL REPORT**  
**FISCAL YEAR 2022**

**TABLE OF CONTENTS**

- I. Basic Information Regarding Report
- II. How to Make a FOIA Request
- III. Acronyms, Definitions, and Exemptions
- IV. Exemptions 3 Statutes
- V. FOIA Requests
- VI. Administrative Appeals of FOIA Requests
- VII. Response Time: Processed and Pending Perfected Requests
- VIII. Requests for Expedited Processing and Requests for Fee Waiver
- IX. FOIA Personnel and Costs
- X. Fees Collected for Processing Requests
- XI. Data for Subsections (C) and (A)(2)
- XII. Backlogs, Consultations, and Comparisons

**I. BASIC INFORMATION REGARDING REPORT**

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

***Brianna Ingram, Paralegal Specialist/FOIA Processor***

***-or-***

***Susan Gerson, Associate General Counsel***

***-or-***

***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

(202) 653-4787

[foia@imls.gov](mailto:foia@imls.gov)

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

<https://www.ims.gov/about/policy/agency-reports/freedom-information-act-foia>

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

Please email [foia@ims.gov](mailto:foia@ims.gov), call 202-653-4787, or submit your written request to:

FOIA Officer

Office of the General Counsel

Institute of Museum and Library Services

955 L'Enfant Plaza North, SW, Suite 4000

Washington, DC 20024

## II. HOW TO MAKE A FOIA REQUEST

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

See number 1 in Section I: Basic Information Regarding Report.

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

[http://www.ims.gov/about/freedom\\_of\\_information\\_act\\_foia.aspx](http://www.ims.gov/about/freedom_of_information_act_foia.aspx)

**3. 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. This can also include documents that are not yet finalized or are pre-decisional.

**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. This can include salaries and wages not paid by IMLS funds, personal addresses (including email addresses) and resume information.

## III. ACRONYMS, DEFINITIONS, AND EXEMPTIONS

**1. Agency-specific acronyms or other terms:**

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	1	30	31	0
<b>AGENCY OVERALL</b>	1	30	31	0

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	
IMLS	4	5	2	6	0	1	0	0	4	9	0	0	31
<b>AGENCY OVERALL</b>	4	5	2	6	0	1	0	0	4	9	0	0	31

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	N/A	0	0
<b>AGENCY OVERALL</b>		0	0

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	0	2	4	0	0	0	0	0	0	0	0
<b>AGENCY OVERALL</b>	0	0	0	0	2	4	0	0	0	0	0	0	0	0

V.I.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
<b>AGENCY OVERALL</b>	0	0	0	0

V.I.B. DISPOSITION OF ADMINISTRATIVE APPEALS — ALL PROCESSED APPEALS

Agency/Component	Number Affirmed on Appeal	Number Partially Affirmed & Partially Remanded on Appeal	Number Completely Reversed/ Remanded on Appeal	Number of Appeals Closed for Other Reasons	TOTAL
IMLS	0	0	0	0	0
<b>AGENCY OVERALL</b>	0	0	0	0	0

V.I.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
IMLS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>AGENCY OVERALL</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0

V.I.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
IMLS	0	0	0	0	0	0	0	0	0	0	0
<b>AGENCY OVERALL</b>	0	0	0	0	0	0	0	0	0	0	0

V.I.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
IMLS	N/A	0	0
<b>AGENCY OVERALL</b>	N/A	0	0

V.I.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
IMLS	N/A	N/A	<1	<1
<b>AGENCY OVERALL</b>	0	<1	<1	<1

V.I.C.(5). TEN OLDEST PENDING ADMINISTRATIVE APPEALS

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

V.I.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	15.5	12.86	2	21	235	235	28	442	6.5	6.5	6	7
<b>AGENCY OVERALL</b>	15.5	12.86	2	21	235	235	28	442	6.5	6.5	6	7

**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	12	12	2	20	442	442	442	442	N/A	N/A	N/A	N/A
<b>AGENCY OVERALL</b>	12	12	2	20	442	442	442	442	n/a	n/a	N/A	N/A

**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
IMLS	21	1	0	0	0	0	0	0	0	0	0	0	0	22
<b>AGENCY OVERALL</b>	21	1	0	0	0	0	0	0	0	0	0	0	0	22

**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
IMLS	0	1	0	0	0	0	0	0	0	0	0	0	1	2
<b>AGENCY OVERALL</b>	0	1	0	0	0	0	0	0	0	0	0	0	1	2

**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
IMLS	2	0	0	0	0	0	0	0	0	0	0	0	0	2
<b>AGENCY OVERALL</b>	2	0	0	0	0	0	0	0	0	0	0	0	0	2

**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
IMLS	0	0	0	0	0	0	0	0	0
<b>AGENCY OVERALL</b>	0	0	0	0	0	0	0	0	0

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

Agency/Component	Number of Days Pending	10th Oldest Request	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Request
IMLS	Number of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>AGENCY OVERALL</b>	Number of Days Pending	N/A	N/A	N/A	N/A	N/A	N/A	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	2	0	6.5	6.5	2
<b>AGENCY OVERALL</b>	2	0	6.5	6.5	2

**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	0	0
<b>AGENCY OVERALL</b>	0	0	0	0

**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
IMLS	0	0.85	0.85	\$40,572.00	0	\$53,572.00
<b>AGENCY OVERALL</b>	0	0.85	0.85	\$40,572.00	0	\$53,572.00

**X. FEES COLLECTED FOR PROCESSING REQUESTS**

Agency/Component	Total Amount of Fees Collected	Percentage of Total Costs
IMLS	0	0
<b>AGENCY OVERALL</b>	0	0

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

Agency/Component	Number of Times Subsection Used
IMLS	0
<b>AGENCY OVERALL</b>	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	2	1261
<b>AGENCY OVERALL</b>	2	1261

**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
<b>AGENCY OVERALL</b>	0	0

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

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

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

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

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

Agency/Component	NUMBER OF REQUESTS RECEIVED		NUMBER OF REQUESTS PROCESSED	
	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	40	30	41	31
<b>AGENCY OVERALL</b>	40	30	41	31

**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	1	0
<b>AGENCY OVERALL</b>	1	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 RECEIVED		NUMBER OF APPEALS PROCESSED	
	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
<b>AGENCY OVERALL</b>	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
<b>AGENCY OVERALL</b>	0	0