

This sheet should be filled out first. General information about the report, and the reporting agency, is defined here.

If the agency's FOIA information is reported by 'component' (sub-organization, office, division), the components must be defined here. Component abbreviations entered here are available throughout this workbook in drop-down lists, allowing entry of information for each component.

You can make room to enter additional components by right-clicking on any editable cell in the component definition table and choosing 'Add Row'. A new, empty component row will be added at the bottom of the table. If you select multiple existing rows within the component definition table, right-click over the selected area, then choose 'Add Row', a corresponding number of component rows will be added at the bottom of the table. This convention is used throughout this workbook for expanding the size of entry tables.

Agency Information

Agency	Risk Management Agency - USDA
Agency Abbreviation	RMA
FOIA Annual Report Year	2011
Date Prepared	2011-11-05

Component Definition

Component Abbreviation	Component Name

List all Exemption 3 statutes relied upon to withhold information and the number of times each was relied upon.

Enter a single statute in the merged cell in the 'Statute' column. You can make room to enter additional statutes by right-clicking on any editable cell in the statute table and choosing 'Add Statute'. A new, empty statute entry area will be added at the bottom of the table.

The columns to the right of each statute allow entry of information associated with the statute. You can make room for additional associated information by right-clicking on any editable cell associated with the statute and choosing 'Add Detail Row'.

The Footnotes section allows entry of any free-format notes associated with this section of the report. Again, if you need more than two footnotes, right-click on an editable cell in the Footnotes section, and choose 'Add Row'.

IV. Exemption 3 Statutes

Statute	Type of Information Withheld	Case Citation	Component	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency
Federal Crop Insurance Act section 552(a)(5)(A)(ii)	Information furnished by a producer under this title."	None known	RMA	9	9
The Food, Conservation, and Energy Act of 2002, section 1224(a)(1)(A)(ii)	Information provided by an agricultural producer or owner of agricultural land concerning the agricultural operation, farming or conservation practices, or the land itself, in order to participate in programs of the Department, or		RMA	9	9
	Geospatial information otherwise maintained by the Secretary about agricultural land or operations for which the above information is provided				

Footnotes

Both Statutes cover the same information and are used in every case they are applicable

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right. Component abbreviations must match those set up on the 'Agency Information' sheet. If the report is not broken out by component, the agency abbreviation must be entered, which is the only option offered in the drop-down.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

Additional entry rows may be added by right-clicking on any editable cell in the table and choosing 'Add Row'. An additional component row will be added at the bottom of the table. If you select multiple rows before right clicking, a corresponding number of rows will be added at the bottom.

V. FOIA REQUESTS / A. Received, Processed and Pending FOIA Requests

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
RMA	13	112	117	8
				0
AGENCY OVERALL	13	112	117	8

Footnotes

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right. Component abbreviations must match those set up on the 'Agency Information' sheet. If the report is not broken out by component, the agency abbreviation must be entered, which is the only option offered in the drop-down.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The sum of all columns (calculated column titled 'TOTAL') must match the number entered on sheet V.A., column 'Number of Requests Processed in Fiscal Year' for the component, and for the agency overall.

V. FOIA REQUESTS / B. (1) Disposition of FOIA Requests - All Processed Requests

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	
RMA	35	30	25	19	5	0	1	0	2	0	0	0	117
													0
AGENCY OVERALL	35	30	25	19	5	0	1	0	2	0	0	0	117

Footnotes

Information for a single component may span multiple rows. The merged cell in the 'Component' column indicates the detail rows to the right which are associated with each component. To add additional components, right-click on any editable cell in the table and choose 'Add Component'. A new, empty component entry area will be added at the bottom of the table.

The columns to the right of each component allow entry of information associated with the component. You can make room for additional associated information by right-clicking on any editable cell associated with the component and choosing 'Add Detail Row'.

Blank components are ignored, but if the component column is filled in, at least one description must also be entered. If a description is entered, an associated count must be entered. Counts must be non-negative integers.

The calculated column titled 'COMPONENT TOTAL' must match the number entered on sheet V.B.1., column 'Other' for the component, and for the agency overall.

V. FOIA REQUESTS / B. (2) Disposition of FOIA Requests - Other Reasons

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

Footnotes

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

V. FOIA REQUESTS / B. (3) Disposition of FOIA Requests - Number of Times Exemptions Applied

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
RMA	0	3	14	2	4	23	37	0	1	0	0	0	0	0
AGENCY OVERALL	0	3	14	2	4	23	37	0	1	0	0	0	0	0

Footnotes

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right. Component abbreviations must match those set up on the 'Agency Information' sheet. If the report is not broken out by component, the agency abbreviation must be entered, which is the only option offered in the drop-down.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VI. ADMINISTRATIVE APPEALS / A. Received, Processed and Pending Administrative Appeals

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
RMA	2	12	1	13
				0
AGENCY OVERALL	2	12	1	13

Footnotes

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The sum of all columns (calculated column titled 'TOTAL') must match the number entered on sheet VI.A., column 'Number of Appeals Processed in Fiscal Year' for the component, and for the agency overall.

VI. ADMINISTRATIVE APPEALS / B. Disposition of Administrative Appeals - All Processed Appeals

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
RMA	1	0	0	0	1
					0
AGENCY OVERALL	1	0	0	0	1

Footnotes

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VI. ADMINISTRATIVE APPEALS / C. (1) Reasons for Denial on Appeal - Number of Times Exemptions Applied

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
RMA	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

Footnotes

Appeal granted

Each row represents values for a single component. Enter the component abbreviation, or choose it from the drop-down, then enter values for that component in the editable columns to the right.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VI. ADMINISTRATIVE APPEALS / C. (2) Reasons for Denial on Appeal - Reasons Other than Exemptions

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
RMA	0	0	0	0	0	0	0	0	0	0	0
AGENCY OVERALL	0	0	0	0	0	0	0	0	0	0	0

Footnotes

Appeal granted

Information for a single component may span multiple rows. The merged cell in the 'Component' column indicates the detail rows to the right which are associated with each component. To add additional components, right-click on any editable cell in the table and choose 'Add Component'. A new, empty component entry area will be added at the bottom of the table.

The columns to the right of each component allow entry of information associated with the component. You can make room for additional associated information by right-clicking on any editable cell associated with the component and choosing 'Add Detail Row'.

Blank components are ignored, but if the component column is filled in, at least one description must also be entered. If a description is entered, an associated count must be entered. Counts must be non-negative integers.

The calculated column titled 'COMPONENT TOTAL' must match the number entered on sheet VI.C.2., column 'Other' for the component, and for the agency overall.

VI. ADMINISTRATIVE APPEALS / C. (3) Reasons for Denial on Appeal - Other Reasons

Component	Description of "Other" Reasons for Denial on Appeal from Chart C (2)	Number of Times "Other" Reason Was Relied Upon	COMPONENT TOTAL
RMA			0
AGENCY OVERALL			0

Footnotes

Mistakenly clicked on RMA but should have left black since there are no other reasons for Denial on Appeal - Only appeal decided was granted

This is the first sheet in which the "AGENCY OVERALL" information cannot be calculated from component information, and must be entered. Notice that the cells in the AGENCY OVERALL line are not green (calculated), but are instead editable.

If the report is broken out by component, enter each component individually, then manually enter agency total information.

If the report is NOT broken out by component, no choices will be available in the component drop-down. In this case, enter only the agency total information in the AGENCY OVERALL row.

Blank component lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative numeric values, or the special value "<1". A right-click context menu item is available to enter the special value "<1" into selected cells

VI. ADMINISTRATIVE APPEALS / C. (4) Response Time for Administrative Appeals

Component	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
	21.00	21.00	21.00	21.00
AGENCY OVERALL				

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

A component, or the agency overall, may not have ten appeals pending. Thus, some columns may be not applicable. In this case, "N/A" should be entered in the "Date of Appeal" cell, and "0" should be entered in the "Number of Days Pending" cell. However, if a column is used for a valid date, all columns to the right of it must also be filled in with a valid date. If a date is filled in, the number of days associated with the date must also be filled in. "Number of Days Pending" values must be non-negative integers. A right-click context menu item is available to enter the special value "N/A" into selected cells.

VI. ADMINISTRATIVE APPEALS / C. (5) Ten Oldest Administrative Appeals

Component	Sub-Row Heading	10th Oldest Appeal	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Appeal
	Date of Appeal	2011-09-08	2011-09-07	2011-09-01	2011-09-01	2011-04-25	2011-08-24	2011-08-18	2011-08-18	2011-08-11	2011-03-17
	Number of Days Pending	15	16	20	20	20	25	29	29	33	142
AGENCY OVERALL	Date of Appeal										
	Number of Days Pending										

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

Blank component lines are ignored, but if the component column is filled in, all other editable columns must be filled in. Similarly, all columns on the AGENCY OVERALL row must be filled in. Values must either be non-negative numeric values, the special value "<1", or the special value "N/A".

VII. A. Processed Requests - Response Time for All Processed Perfected Requests

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
	12	14	1	51	31	59	5	470	N/A	N/A	N/A	N/A
AGENCY OVERALL												

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

Blank component lines are ignored, but if the component column is filled in, all other editable columns must be filled in. Similarly, all columns on the AGENCY OVERALL row must be filled in. Values must either be non-negative numeric values, the special value "<1", or the special value "N/A".

VII. B. Processed Requests - Response Time for Perfected Requests in Which Information Was Granted

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
	19	19	5	51	30	91	6	470	N/A	N/A	N/A	N/A
AGENCY OVERALL												

Footnotes

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VII. C. Processed Requests - Response Time in Day Increments - Simple Requests

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
	73	23	1	0	0	0	0	0	0	0	0	0	0	97
														0
AGENCY OVERALL	73	23	1	0	0	0	0	0	0	0	0	0	0	97

Footnotes

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VII. C. Processed Requests - Response Time in Day Increments - Complex Requests

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
	6	13	1	2	0	0	1	0	0	0	1	0	1	25
														0
AGENCY OVERALL	6	13	1	2	0	0	1	0	0	0	1	0	1	25

Footnotes

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

VII. C. Processed Requests - Response Time in Day Increments - Requests Granted Expedited Processing

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
														0
														0
AGENCY OVERALL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Footnotes

RMA Had no Expedited requests

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in, as well as all 'AGENCY OVERALL' columns. "Number Pending" columns must contain non-negative integer, or the special value "N/A". "Median" and "Average" columns must contain non-negative decimal numbers, or the special value "N/A".

VII. D. Pending Requests - All Pending Perfected Requests

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
	3	4	9	5	19	113	N/A	N/A	N/A
AGENCY OVERALL									

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

A component, or the agency overall, may not have ten perfected requests pending. Thus, some columns may be not applicable. In this case, "N/A" should be entered in the "Date of Receipt" cell, and "0" should be entered in the "Number of Days Pending" cell. However, if a column is used for a valid date, all columns to the right of it must also be filled in with a valid date. If a date is filled in, the number of days associated with the date must also be filled in. "Number of Days Pending" values must be non-negative integers.

VII. E. Pending Requests - Ten Oldest Pending Perfected Requests

Component	Sub-Row Heading	10th Oldest Request	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Request
	Date of Receipt			2011-09-29	2011-09-26	2011-09-22	2011-09-13	2011-09-02	2011-08-30	2011-07-11	2009-11-16
	Number of Days Pending			1	4	6	13	19	22	58	470
AGENCY OVERALL	Date of Receipt										
	Number of Days Pending										

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in, as well as all 'AGENCY OVERALL' columns.

* "Number Granted" and "Number Denied" columns must contain non-negative integers.

* "Median" and "Average" columns must contain non-negative decimal numbers, or the special value "N/A".

* "Number Adjudicated within Ten Calendar Days" column must contain non-negative integers, or the special value "N/A".

VIII. A. Requests for Expedited Processing

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

Footnotes

RMA Had no expedited requests

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in, as well as all 'AGENCY OVERALL' columns.

* "Number Granted" and "Number Denied" columns must contain non-negative integers.

* "Median" and "Average" columns must contain non-negative decimal numbers, or the special value "N/A".

VIII. B. Requests for Fee Waiver

Component	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
	1	0	3	3
AGENCY OVERALL				

Footnotes

If the component column is filled in, all other editable columns must be filled in. All values must be non-negative numeric.

IX. FOIA Personnel and Costs

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
		1	1	\$154,720.24		\$154,720.24
			0			\$0.00
AGENCY OVERALL	0	1	1	\$154,720.24	\$0.00	\$154,720.24

Footnotes

If the component column is filled in, the "Total Amount of Fees Collected" column must also be filled in. The value must be non-negative numeric.

The "Percentage of Total Costs" column is calculated by comparing the Fees Collected column with Processing Costs from sheet IX.

X. Fees Collected for Processing Requests

Component	Total Amount of Fees Collected	Percentage of Total Costs
RMA	\$5,541.65	
AGENCY OVERALL	\$5,541.65	3.58%

Footnotes

Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in.

* "Number of Backlogged Requests" column must contain non-negative integers.

* "Number of Backlogged Appeals" column must contain non-negative integers, or the special value "N/A".

XII. A. Backlogs of FOIA Requests and Administrative Appeals

Component	Number of Backlogged Requests as of End of Fiscal Year	Number of Backlogged Appeals as of End of Fiscal Year
RMA	8	13
AGENCY OVERALL	8	13

Footnotes

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Blank lines are ignored, but if the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

XII. B. Consultations on FOIA Requests - Received, Processed, and Pending Consultations

Component	Number of Consultations Received from Other Agencies that were <u>Pending</u> at Your 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 Your Agency During the Fiscal Year	Number of Consultations Received from Other Agencies that were <u>Pending</u> at Your Agency as of <u>End</u> of the Fiscal Year
RMA	0	0	0	0
				0
AGENCY OVERALL	0	0	0	0

Footnotes

"AGENCY OVERALL" information cannot be calculated from component information, and must be entered.

A component, or the agency overall, may not have ten consultations pending. Thus, some columns may be not applicable. In this case, "N/A" should be entered in the "Date" cell, and "0" should be entered in the "Number of Days" cell. However, if a column is used for a valid date, all columns to the right of it must also be filled in with a valid date. If a date is filled in, the number of days associated with the date must also be filled in. "Number of Days" values must be non-negative integers.

XII. C. Consultations on FOIA Requests - Ten Oldest Consultations Received from Other Agencies Pending at Your Agency

Component	Sub-Row Heading	10th Oldest Consultation	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Consultation
	Date										
	Number of Days										
AGENCY OVERALL	Date										
	Number of Days										

Footnotes

If the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The values entered for the current fiscal year must match those entered on sheet V.A.

XII. D. 1. Comparison of Numbers of Requests from Previous and Current Annual Report

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
RMA	110	112	107	117
AGENCY OVERALL	110	112	107	117

Footnotes

If the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The values entered for the current fiscal year must match those entered on sheet XII.A.

XII. D. 2. Comparison of Backlogged Requests from Previous and Current Annual Report

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
RMA	13	8
AGENCY OVERALL	13	8

Footnotes

If the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The values entered for the current fiscal year must match those entered on sheet VI.A.

XII. E. 1. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report

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
RMA	1	12	2	1
AGENCY OVERALL	1	12	2	1

Footnotes

If the component column is filled in, all other editable columns must be filled in. All values must be non-negative integers.

The values entered for the current fiscal year must match those entered on sheet XII.A.

XII. E. 2. Comparison of Backlogged Administrative Appeals from Previous and Current Annual Report

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
RMA	2	13
AGENCY OVERALL	2	13

Footnotes
