

**U.S. COPYRIGHT OFFICE**  
**FREEDOM OF INFORMATION ACT ANNUAL REPORT**  
**FISCAL YEAR 2009**

**I. BASIC INFORMATION REGARDING REPORT**

**1. Contacts for questions about this Report:**

Peter Vankevich

FOIA Public Liaison

Public Information Office

Telephone: (202) 707-0600

FAX: (202) 707-6859

Renée Coe

Senior Attorney Advisor

Office of the General Counsel

Telephone: (202) 707-8380

FAX: (202) 707-8366

Mailing address:                      FOIA  
                                                 GC/I&R  
                                                 P.O. Box 70400  
                                                 Washington, D.C. 20024

**2. Internet address for a copy of this Report:** <http://www.copyright.gov/foia>

**3. To request a copy of this Report:** Contact Peter Vankevich, FOIA Public Liaison, at the address or telephone number shown above.

**II. MAKING A FOIA REQUEST**

**1. Individual agency components that receive FOIA requests:** The Copyright Office (CO) has a single component for receiving and processing FOIA requests. The address is: Supervisory Copyright Information Specialist, Copyright Office, GC/I&R, P.O. Box 70400, Washington, DC 20024.

**2. Brief explanation for why some requests are not granted and overview of certain general categories of the agency's records to which FOIA exemptions apply:**

*LOC Records.* Although the Copyright Office (CO) is a service unit of the Library of Congress (LOC), it functions independently with respect to FOIA

because LOC is not subject to FOIA. However, as a courtesy, CO forwards requests for LOC records to LOC. This is the address to request records directly from LOC: Chief, Office Systems Services (OSS), Library of Congress, 101 Independence Avenue, SE, Washington, DC 20540-9440.

*Records Protected by Copyright.* Under Exemption 3, CO will not provide copies of records that have copyright protection without an owner's permission, as required by copyright law, unless the release is permissible under the fair use doctrine. See, 17 U.S.C. § 106(1) and (3) and § 107. CO will inform requesters when records are being withheld entirely or in part on this basis and identify what records are being withheld.

*Deposits/Deposit Material.* Another type of record withheld under Exemption 3 because of copyright law is a unique type of registration record that is deposited with CO to identify copyright claims for registered works. These records are typically reproductions of the works and are usually referred to as "deposits" or "deposit material." Therefore, consistent with an owner's exclusive right to copy or reproduce a protected work, copyright law mandates that CO may only authorize or furnish copies or reproductions of deposit materials if the governing regulations at 37 CFR§ 201.2(d)(2) are satisfied. 17 U.S.C. § 706(b). Section 201.2(d)(2) establishes the criteria for limited circumstances in which copies of deposit materials will be provided by the Copyright Office.

### III. ACRONYMS, DEFINITIONS, AND EXEMPTIONS

#### 1. Agency-specific acronyms or terms used in this Report.

- a. **CO:** U.S. Copyright Office
- b. **LOC:** Library of Congress

#### 2. Following are definitions of terms that appear in this Report:

- 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** – a federal statute that exempts information from disclosure and which the agency relies on to withhold information under subsection (b)(3) of the FOIA.
- g. **FOIA Request** – a FOIA request is generally a request to a federal agency for access to records concerning another person (i.e., a “third-party” request), or concerning an organization, or a particular topic of interest. FOIA requests also include requests made by requesters seeking records concerning themselves (i.e., “first-party” requests) when those requesters are not 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 include any 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 in response 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. **Expedited 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. **Perfected 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. Following are concise descriptions of the nine FOIA exemptions:
- a. **Exemption 1:** Classified national defense and foreign relations information.
  - b. **Exemption 2:** Internal agency rules and practices.
  - 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 the 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.

#### IV. EXEMPTION 3 STATUTES

| Statute       | Type of Information Withheld | Case Citation | Number of Time per Component | Total Number of Times Relied upon by Agency |
|---------------|------------------------------|---------------|------------------------------|---------------------------------------------|
| None this FY* |                              |               |                              |                                             |

\*In general, see part II.2.

#### V. FOIA REQUESTS

##### A. Received, Processed and Pending

|                | Column 1                                              | Column 2                                   | Column 3                                    | Column 4                                            |
|----------------|-------------------------------------------------------|--------------------------------------------|---------------------------------------------|-----------------------------------------------------|
|                | 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 |
| AGENCY OVERALL | 10*                                                   | 31                                         | 32                                          | 9**                                                 |

\*These ten requests were suspended for administrative reasons, including because the requesters had not paid required fees or had not provided additional information that was requested. The requesters were each notified this fiscal year that their cases would be closed for lack of activity unless a response was received that permits further processing. None of them responded.

\*\* Seven of these requests were closed in the first quarter of the next fiscal year.

**B. (1) Disposition of FOIA Requests – All Processed Requests**

|                | 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 (Explained in chart below.) |       |
| AGENCY OVERALL | 8                     | 1                                         | 0                                          | 1                                                             | 0                                                   | 3                 | 8                  | 2                                | 0                                      | 9                 | 0                 | 0                                 | 32    |

**B. (2) Disposition of FOIA Requests – “Other” Reasons for “Full Denials Based on Reasons Other than Exemptions” from Section V, B (1) Chart**

| <b>Agency Overall</b> | <b>Description of “Other” Reasons for Denials from Chart B (1) &amp; Number of Times Those Reasons Were Relied upon</b> | <b>TOTAL</b> |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------|--------------|
|                       | <b>[NONE FY2009]</b>                                                                                                    |              |
|                       |                                                                                                                         |              |
|                       |                                                                                                                         |              |

**B. (3) Disposition of FOIA Requests – Number of Times Exemptions Applied**

|                       | <b>Ex. 1</b> | <b>Ex. 2</b> | <b>Ex. 3</b> | <b>Ex. 4</b> | <b>Ex. 5</b> | <b>Ex. 6</b> | <b>Ex. 7(A)</b> | <b>Ex. 7(B)</b> | <b>Ex. 7(C)</b> | <b>Ex. 7(D)</b> | <b>Ex. 7(E)</b> | <b>Ex. 7(F)</b> | <b>Ex. 8</b> | <b>Ex. 9</b> |
|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|--------------|
| <b>AGENCY OVERALL</b> | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>     | <b>0</b>     |

**VI. ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS**

**A. Received, Processed and Pending Administrative Appeals**

| <b>Number of Appeals Pending as of Start of Fiscal Year</b> | <b>Number of Appeals Received in Fiscal Year</b> | <b>Number of Appeals Processed in Fiscal Year</b> | <b>Number of Appeals Pending as of End of Fiscal Year</b> |
|-------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------|
| <b>0</b>                                                    | <b>0</b>                                         | <b>0</b>                                          | <b>0</b>                                                  |

**B. Disposition of Administrative Appeals – All Processed Appeals**

| <b>Number Affirmed on Appeal</b> | <b>Number Partially Affirmed &amp; Partially Reversed/Remanded on Appeal</b> | <b>Number Completely Reversed/Remanded on Appeal</b> | <b>Number of Appeals Closed for Other Reasons</b> | <b>TOTAL</b> |
|----------------------------------|------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------|--------------|
| <b>0</b>                         | <b>0</b>                                                                     | <b>0</b>                                             | <b>0</b>                                          | <b>0</b>     |

**C. (1) Reasons for Denial on Appeal – Number of Times Exemptions Applied**

| <b>Ex. 1</b> | <b>Ex. 2</b> | <b>Ex. 3</b> | <b>Ex. 4</b> | <b>Ex. 5</b> | <b>Ex. 6</b> | <b>Ex. 7(A)</b> | <b>Ex. 7(B)</b> | <b>Ex. 7(C)</b> | <b>Ex. 7(D)</b> | <b>Ex. 7(E)</b> | <b>Ex. 7(F)</b> | <b>Ex. 8</b> | <b>Ex. 9</b> |
|--------------|--------------|--------------|--------------|--------------|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|--------------|
| <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>     | <b>0</b>     |

**C. (2) Reasons for Denial on Appeal – Reasons Other than Exemptions**

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

**C. (3) Reasons for Denial on Appeal – “Other” Reasons from Section VI, C (2) Chart**

| <b>Description of “Other” Reasons for Denial on Appeal from Chart C (2) &amp; Number of Times Those Reasons Were Relied upon</b> | <b>TOTAL</b> |
|----------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>N/A</b>                                                                                                                       |              |

**C. (4) Response Time for Administrative Appeals**

| <b>Median Number of Days</b> | <b>Average Number of Days</b> | <b>Lowest Number of Days</b> | <b>Highest Number of Days</b> |
|------------------------------|-------------------------------|------------------------------|-------------------------------|
| <b>0</b>                     | <b>0</b>                      | <b>0</b>                     | <b>0</b>                      |

**C. (5) Ten Oldest Pending Administrative Appeals**

|                                              | <b>10<sup>th</sup> Oldest Appeal</b> | <b>9<sup>th</sup></b> | <b>8<sup>th</sup></b> | <b>7<sup>th</sup></b> | <b>6<sup>th</sup></b> | <b>5<sup>th</sup></b> | <b>4<sup>th</sup></b> | <b>3<sup>rd</sup></b> | <b>2<sup>nd</sup></b> | <b>Oldest Appeal</b> |
|----------------------------------------------|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|
| <b>Date of Receipt of Ten Oldest Appeals</b> | <b>None Date</b>                     | <b>None</b>           | <b>None</b>           | <b>None</b>           | <b>None</b>           | <b>None</b>           | <b>None</b>           | <b>None</b>           | <b>None</b>           | <b>None</b>          |
| <b>Number of Days Pending</b>                | <b>0 #</b>                           | <b>0</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>             |

## VII. FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS

### A. Processed Requests – Response Time for All Processed Perfected Requests

|                | 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 | 19                    | 106                    | 2                     | 376                    | 0                     | 0                      | 0                     | 0                      | 0                     | 0                      | 0                     | 0                      |

\*These figures include 10 requests carried over to this fiscal year that had unusually high processing times because the requesters did not provide information or fees required to process them. See footnote on page six.

### B. Processed Requests – Response Time for Perfected Requests in Which Information Was Granted

|                | 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 | 16                    | 45                     | 5                     | 162                    | 0                     | 0                      | 0                     | 0                      | 0                     | 0                      | 0                     | 0                      |

\* See footnote for table A., above.

**C. Processed Requests – Response Time in Day Increments**

**Simple Requests**

|                           | <b>1-20<br/>Days</b> | <b>21-40<br/>Days</b> | <b>41-60<br/>Days</b> | <b>61-80<br/>Days</b> | <b>81-100<br/>Days</b> | <b>101-120<br/>Days</b> | <b>121-140<br/>Days</b> | <b>141-160<br/>Days</b> | <b>161-180<br/>Days</b> | <b>181-200<br/>Days</b> | <b>201-300<br/>Days</b> | <b>301-400<br/>Days</b> | <b>401+<br/>Days</b> | <b>TOTAL</b> |
|---------------------------|----------------------|-----------------------|-----------------------|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------|--------------|
| <b>AGENCY<br/>OVERALL</b> | <b>17</b>            | <b>3</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>               | <b>0</b>                | <b>1</b>                | <b>0</b>                | <b>1</b>                | <b>1</b>                | <b>5</b>                | <b>4</b>                | <b>0</b>             | <b>32</b>    |

**Complex Requests**

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

**Requests Granted Expedited Processing**

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

**D. Pending Requests – All Pending Perfected Requests**

|                       | 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 |
| <b>AGENCY OVERALL</b> | <b>9</b>       | <b>11</b>             | <b>17</b>              | <b>0</b>       | <b>0</b>              | <b>0</b>               | <b>0</b>             | <b>0</b>              | <b>0</b>               |

\* Seven of the nine pending requests were closed in the first quarter of the next fiscal year.

**E. Pending Requests – Ten Oldest Pending Perfected Requests**

|                       | 10 <sup>th</sup> Oldest Request and Number of Days Pending | 9 <sup>th</sup>        | 8 <sup>th</sup>        | 7 <sup>th</sup>        | 6 <sup>th</sup>        | 5 <sup>th</sup>         | 4 <sup>th</sup>         | 3 <sup>rd</sup>        | 2 <sup>nd</sup>       | Oldest Request and Number of Days Pending |
|-----------------------|------------------------------------------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|-------------------------|------------------------|-----------------------|-------------------------------------------|
| <b>AGENCY OVERALL</b> | <b>0</b>                                                   | <b>9/22/2009<br/>6</b> | <b>9/22/2009<br/>6</b> | <b>9/22/2009<br/>6</b> | <b>9/22/2009<br/>6</b> | <b>9/15/2009<br/>11</b> | <b>9/14/2009<br/>12</b> | <b>9/9/2009<br/>15</b> | <b>8/18/09<br/>30</b> | <b>7/1/2009<br/>63</b>                    |

## VIII. REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER

### A. Requests for Expedited Processing

|                   | Number Granted | Number Denied | Median Number<br>of Days to<br>Adjudicate | Average Number<br>of Days to<br>Adjudicate | Number<br>Adjudicated<br>Within Ten<br>Calendar Days |
|-------------------|----------------|---------------|-------------------------------------------|--------------------------------------------|------------------------------------------------------|
| AGENCY<br>OVERALL | 0              | 0             | 0                                         | 0                                          | 0                                                    |

### B. Requests for Fee Waiver

|                   | Number Granted | Number Denied | Median Number<br>of Days to<br>Adjudicate | Average<br>Number of Days<br>to Adjudicate |
|-------------------|----------------|---------------|-------------------------------------------|--------------------------------------------|
| AGENCY<br>OVERALL | 0              | 0             | 0                                         | 0                                          |

**IX. FOIA PERSONNEL AND COSTS**

|                           | A. PERSONNEL                                  |                                                             |                                                 | B. COSTS            |                              |                  |
|---------------------------|-----------------------------------------------|-------------------------------------------------------------|-------------------------------------------------|---------------------|------------------------------|------------------|
|                           | Number of<br>“Full-Time<br>FOIA<br>Employees” | Number of<br>“Equivalent<br>Full-Time<br>FOIA<br>Employees” | Total<br>Number of<br>“Full-Time<br>FOIA Staff” | Processing<br>Costs | Litigation-<br>Related Costs | Total Costs      |
| <b>AGENCY<br/>OVERALL</b> | <b>0</b>                                      | <b>0.68</b>                                                 | <b>0.68</b>                                     | <b>\$100,416</b>    | <b>0</b>                     | <b>\$100,416</b> |

**X. FEES COLLECTED FOR PROCESSING REQUESTS**

|                       | Total Amount of Fees<br>Collected | Percentage of Total Costs |
|-----------------------|-----------------------------------|---------------------------|
| <b>AGENCY OVERALL</b> | <b>\$213.50</b>                   | <b>.002%</b>              |

**XI. FOIA REGULATIONS**

The Copyright Office’s improvement plan is located at  
[http://www.copyright.gov/foia/foia\\_exec\\_13392.html](http://www.copyright.gov/foia/foia_exec_13392.html).

## **XII. BACKLOGS, CONSULTATIONS, AND COMPARISONS**

### **A. Backlogs of FOIA Requests and Administrative Appeals**

|                           | <b>Number of Backlogged<br/>Requests as of End of Fiscal<br/>Year</b> | <b>Number of Backlogged<br/>Appeals as of End of Fiscal<br/>Year</b> |
|---------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------|
| <b>AGENCY<br/>OVERALL</b> | <b>2*</b>                                                             | <b>0</b>                                                             |

\*These two requests are pending action by Library of Congress administrative staff. The CO is a service unit within the Library which provides administrative services to all its service units. For some requests, it is necessary to refer requests for CO administrative records that are maintained by those offices to them for processing. Unlike the Copyright Office, the Library of Congress is not subject to FOIA although the Library has its own FOIA-like procedures.

**B. Consultations on FOIA Requests – Received, Processed, and Pending Consultations**

|                | Column 1                                                                                                                           | Column 2                                                                    | Column 3                                                                                                              | Column 4                                                                                                                         |
|----------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|                | 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 Received 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 |
| AGENCY OVERALL | 0                                                                                                                                  | 0                                                                           | 0                                                                                                                     | 0                                                                                                                                |

**C. Consultations on FOIA Requests – Ten Oldest Consultations Received from Other Agencies and Pending at Your Agency**

|                | 10 <sup>th</sup> Oldest Consultation and Number of Days Pending | 9 <sup>th</sup> | 8 <sup>th</sup> | 7 <sup>th</sup> | 6 <sup>th</sup> | 5 <sup>th</sup> | 4 <sup>th</sup> | 3 <sup>rd</sup> | 2 <sup>nd</sup> | Oldest Consultation and Number of Days Pending |
|----------------|-----------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------------------------------------|
| AGENCY OVERALL | Date<br><br>None<br><br>Number of Days<br><br>0                 | None<br><br>0   | None<br><br>0   | None<br><br>0   | None<br><br>0   | None<br><br>0   | None<br><br>0   | None<br><br>0   | None<br><br>0   | None<br><br>0                                  |

**D. Comparison of Numbers of Requests from Previous and Current Annual Report – Requests Received, Processed, and Backlogged**

|                       | Column 1                                                                 | Column 2                                                             | Column 3                                                                  | Column 4                                                              |
|-----------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------|
|                       | <b>NUMBER OF REQUESTS <u>RECEIVED</u></b>                                |                                                                      | <b>NUMBER OF REQUESTS <u>PROCESSED</u></b>                                |                                                                       |
|                       | <b>Number Received During Fiscal Year from Last Year's Annual Report</b> | <b>Number Received During Fiscal Year from Current Annual Report</b> | <b>Number Processed During Fiscal Year from Last Year's Annual Report</b> | <b>Number Processed During Fiscal Year from Current Annual Report</b> |
| <b>AGENCY OVERALL</b> | 54                                                                       | 31                                                                   | 45                                                                        | 32                                                                    |

|                       | Column 1                                                                                      | Column 2                                                                                     |
|-----------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|                       | <b>Number of Backlogged Requests as of End of the Fiscal Year from Previous Annual Report</b> | <b>Number of Backlogged Requests as of End of the Fiscal Year from Current Annual Report</b> |
| <b>AGENCY OVERALL</b> | 10                                                                                            | 2*                                                                                           |

\*See footnote for Table XII.A. on page 17.

**E. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report - Appeals Received, Processed, and Backlogged**

|                           | Column 1                                                                   | Column 2                                                               | Column 3                                                                    | Column 4                                                                   |
|---------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------|
|                           | NUMBER OF APPEALS <u>RECEIVED</u>                                          |                                                                        | NUMBER OF APPEALS <u>PROCESSED</u>                                          |                                                                            |
|                           | Number Received<br>During Fiscal Year<br>from Last Year's<br>Annual Report | Number Received<br>During Fiscal Year<br>from Current<br>Annual Report | Number Processed<br>During Fiscal Year<br>from Last Year's<br>Annual Report | Number Processed<br>During Fiscal<br>Year<br>from Current<br>Annual Report |
| <b>AGENCY<br/>OVERALL</b> | <b>0</b>                                                                   | <b>0</b>                                                               | <b>0</b>                                                                    | <b>0</b>                                                                   |

|                           | Column 1                                                                                    | Column 2                                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
|                           | Number of Backlogged Appeals as<br>of End of the Fiscal Year from<br>Previous Annual Report | Number of Backlogged Appeals as of<br>End of the Fiscal Year from Current<br>Annual Report |
| <b>AGENCY<br/>OVERALL</b> | <b>0</b>                                                                                    | <b>0</b>                                                                                   |