



## Chemical Safety and Hazard Investigation Board

### Freedom of Information Act (FOIA) Annual Report for Fiscal Year 2012

February 1, 2013

#### I. BASIC INFORMATION REGARDING REPORT

1. Person to be contacted with questions about the Report:

Christopher Warner  
Chemical Safety and Hazard Investigation Board  
Suite 400  
2175 K Street, NW  
Washington, DC 20037  
(202) 261-7600

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

<http://www.csb.gov/service/legal.aspx>.

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

You may obtain a copy of this Report in paper form by mailing a written request to the person listed in section I.1., above.

## II. MAKING A FOIA REQUEST

1. All FOIA requests for records believed to be in the possession of the Chemical Safety and Hazard Investigation Board (CSB) are received at the following address:

Chemical Safety and Hazard Investigation Board  
ATTN: FOIA Officer  
Suite 650  
2175 K Street, NW  
Washington, DC 20037  
(202) 261-7600

Detailed information and instructions on how to make a FOIA request are provided in the CSB FOIA Reference Guide, which can be accessed on the agency Web site at: [http://www.csb.gov/UserFiles/file/legal/CSB\\_FOIAGuide.pdf](http://www.csb.gov/UserFiles/file/legal/CSB_FOIAGuide.pdf). You also may obtain a copy of the Guide in paper form by mailing a written request to the address listed above.

2. Brief description of why some requests are not granted and overview of certain general categories of CSB records to which the FOIA exemptions apply.

### Why some requests are not granted:

- The requested records are exempt from disclosure pursuant to one of the nine exemptions under the FOIA.
- The requested records do not exist or are not yet in existence.
- The requested records were properly disposed of prior to the date of the request.
- The request would require the agency to compile or create records solely for the purpose of satisfying that request.
- The requester failed to comply with administrative requirements, e.g., reasonable description of records, agreement to pay fees.

### Overview of certain general categories of CSB records to which FOIA exemptions apply:

- Records submitted to the CSB by the subjects of agency investigations that contain trade secrets and/or confidential commercial or financial information – Exemption 4.
- Records of communications between CSB personnel, or between CSB personnel and the personnel of other federal agencies, that are protected by a legal privilege, e.g., deliberative process privilege, attorney-client privilege – Exemption 5.

- Records containing private personal information about individuals, including Personally Identifiable Information – Exemption 6.

### III. ACRONYMS, DEFINITIONS, AND EXEMPTIONS

1. Agency-specific acronyms or terms used in this Report:  
CSB – the Chemical Safety and Hazard Investigation Board.
2. Definitions of terms used 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 entirety 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. **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. 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	Component	Number of Times Relied upon per Component	Total Number of Times Relied upon by Agency
None	Not Applicable	Not Applicable	CSB	0	0

**Footnotes**


**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
CSB	43	29	54	18
				0
<b>AGENCY OVERALL</b>	<b>43</b>	<b>29</b>	<b>54</b>	<b>18</b>

**Footnotes**


**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	
CSB	7	12	10	9	0	15	0	1	0	0	0	0	54
													0
<b>AGENCY OVERALL</b>	<b>7</b>	<b>12</b>	<b>10</b>	<b>9</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54</b>

**Footnotes**




**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
CSB	None	0	0
<b>AGENCY OVERALL</b>			<b>0</b>

**Footnotes**


**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
CSB	0	1	0	12	6	7	7	0	4	1	4	1	0	0
<b>AGENCY OVERALL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>12</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>

**Footnotes**


**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
CSB	0	1	1	0
				0
<b>AGENCY OVERALL</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>

**Footnotes**


**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
CSB	1	0	0	0	1
					0
<b>AGENCY OVERALL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

**Footnotes**


**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
CSB	0	0	0	0	1	0	0	0	0	0	0	0	0	0
<b>AGENCY OVERALL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</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>

**Footnotes**


**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
CSB	0	0	0	0	0	0	0	0	0	0	0
<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>

**Footnotes**


**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
CSB	None	0	0
<b>AGENCY OVERALL</b>			<b>0</b>

**Footnotes**


**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
<b>AGENCY OVERALL</b>	20.00	20.00	20.00	20.00

**Footnotes**




**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										
	Number of Days Pending										
<b>AGENCY OVERALL</b>	Date of Appeal	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Number of Days Pending	0	0	0	0	0	0	0	0	0	0

**Footnotes**


**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
<b>AGENCY OVERALL</b>	20	17	2	41	382	413	30	977	35	188	8	880

**Footnotes**


**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
<b>AGENCY OVERALL</b>	20	20	2	41	194	371	46	977	96	276	33	880

**Footnotes**


**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
CSB	18	1	1	0	0	0	0	0	0	0	0	0	0	20
														0
<b>AGENCY OVERALL</b>	<b>18</b>	<b>1</b>	<b>1</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>20</b>

**Footnotes**


**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
CSB	0	1	2	0	1	0	1	1	0	0	6	3	13	28
														0
<b>AGENCY OVERALL</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>3</b>	<b>13</b>	<b>28</b>

**Footnotes**


**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
CSB	2	2	0	0	0	0	0	1	0	0	0	0	1	6
														0
<b>AGENCY OVERALL</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>

**Footnotes**


**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
<b>AGENCY OVERALL</b>	1	12	12	13	502	564	4	588	652

**Footnotes**

Re: Expedited Processing - For one of the four pending requests, release of the records of greatest interest to the requester has long since been completed. That request, along with the other three, remains open because some of the records within the scope of the requests require extensive searches or complex disclosure determinations.

**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										
	Number of Days Pending										
<b>AGENCY OVERALL</b>	Date of Receipt	2010-08-25	2010-07-30	2010-06-07	2010-05-18	2009-11-13	2009-10-23	2009-10-07	2009-03-13	2008-07-02	2008-02-14
	Number of Days Pending	526	544	582	594	718	732	743	888	1059	1156

**Footnotes**




**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
<b>AGENCY OVERALL</b>	4	0	9	9	3

**Footnotes**


**VIII. B. Requests for Fee Waiver**

Component	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
<b>AGENCY OVERALL</b>	5	0	8	10

**Footnotes**


**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
CSB	0	0.25	0.25	\$43,200.00	\$0.00	\$43,200.00
			0			\$0.00
<b>AGENCY OVERALL</b>	<b>0</b>	<b>0.25</b>	<b>0.25</b>	<b>\$43,200.00</b>	<b>\$0.00</b>	<b>\$43,200.00</b>

**Footnotes**


**X. Fees Collected for Processing Requests**

Component	Total Amount of Fees Collected	Percentage of Total Costs
CSB	\$592.00	1.37%
<b>AGENCY OVERALL</b>	<b>\$592.00</b>	<b>1.37%</b>

**Footnotes**


**XI. FOIA REGULATIONS**

The CSB FOIA regulations, including a fee schedule, can be accessed on the CSB Web site at:  
<http://www.csb.gov/UserFiles/file/legal/FOIARegulation.pdf>.

**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
CSB	17	0
<b>AGENCY OVERALL</b>	<b>17</b>	<b>0</b>

**Footnotes**


## **XII. A. BACKLOGS OF FOIA REQUESTS AND ADMINISTRATIVE APPEALS**

### Discussion/explanation of backlog:

The CSB achieved great success in reducing its backlog of pending FOIA requests during Fiscal Year (FY) 2012. As of the end of FY 2012, the CSB had reduced the number of backlogged requests by nearly 60% from the number in the backlog at the end of FY 2011 – from 41 to 17 requests. This constitutes the greatest year-to-year decrease in the CSB FOIA backlog in several years. The total number of backlogged requests now stands at the lowest level in eight years. During FY 2012, the CSB also closed seven of its ten oldest pending requests.

In FY 2012, the CSB benefited from a cyclic decrease in the number of new requests. The CSB's FOIA request volume tends to increase in years when numerous or significant investigation reports are issued, and decreases in years when more investigations are ongoing but not yet closed. The CSB used this opportunity to focus resources on closing as many backlogged requests as possible. With the issuance of several investigation reports expected in FY 2013, the CSB anticipates that it will again have a higher volume of new requests to process this year.

With that in mind, the CSB also worked to improve FOIA processing efficiency during FY 2012. The CSB processed to closure 10% more requests (both new and backlogged) in FY 2012 (54) than it did in FY 2011 (49). For complex requests that were closed with a release of records, the median response time was 30% shorter than it was in FY 2011. The CSB processed to closure five of the six complex requests received during FY 2012, meaning only one new request was added to the backlog for the entire fiscal year. For a small agency such as the CSB, with limited and relatively fixed FOIA resources, one of the keys to reducing and minimizing the backlog over the long term is to prevent requests from becoming part of the year-to-year backlog in the first place.

These results leave the CSB in a better position to address remaining backlog reduction challenges. In FY 2012, the CSB made a strategic decision – which proved to be successful – to focus its limited FOIA resources on closing as many of the more straightforward backlogged requests as possible, and staying current with new requests to keep them out of the backlog. For FY 2013, one of the CSB's highest FOIA priorities will be closing all ten of the oldest pending requests, especially the three that carried over from FY 2012. Given the age of those requests and the types of records requested, completing the processing of those requests will be relatively time-consuming and labor-intensive. In each of the last few years, the CSB has sought additional resources for FOIA and records management personnel. Until such resources become available, the CSB will continue to focus on prioritizing the efforts of current personnel to achieve specific, if limited, objectives that result in measurable reductions in the size and/or age of the agency's FOIA backlog.

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

**Footnotes**




**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										
<b>AGENCY OVERALL</b>	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

**Footnotes**


**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
CSB	48	29	49	54
<b>AGENCY OVERALL</b>	<b>48</b>	<b>29</b>	<b>49</b>	<b>54</b>

**Footnotes**


**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
CSB	41	17
<b>AGENCY OVERALL</b>	<b>41</b>	<b>17</b>

**Footnotes**


**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
CSB	3	1	3	1
<b>AGENCY OVERALL</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>

**Footnotes**


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

**Footnotes**
