

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 | Department of Homeland Security |
| Agency Abbreviation | DHS |
| FOIA Annual Report Year | 2018 |
| Date Prepared | 2018-11-05 |

Component Definition

| Component Abbreviation | Component Name |
|------------------------|--|
| USCIS | United States Citizenship and Immigration Services |
| USCISbasedonraw | USCIS |

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 |
|-----------------------------------|--|---|-----------|---|---|
| Fed. R. Crim. P. 6(e), enacted by | Certain records pertaining to grand jury proceedings | Sussman v. USMS, 494 F.3d 1106, 1113 (D.C. Cir. 2007); Fund for Constitutional Gov't v. Nat'l Archives & Records Serv., 656 F.2d 856, 867-68 (D.C. Cir. 1981); Durham v. U.S. Atty. Gen., No. 06-843, 2008 WL 620744, at *2 (E.D. Tex. Mar. 3, 2008); Cozen O'Connor v. U.S. Dep't of Treasury, 570 F. Supp. 2d 749, 776 (E.D. Pa. 2008). | USCIS | 2 | 2 |
| | | | | | |
| 26 U.S.C. §§ 6103, 6105(Internal | Certain tax return information, to | Church of Scientology v. IRS, 484 | USCIS | 2,066 | 2,066 |
| | | | | | |
| 8 U.S.C. § 1202(f) (Immigration | Certain records pertaining to the | Medina-Hincapie v. Dep't of State, | USCIS | 29,241 | 29,241 |
| | | | | | |
| 50 U.S.C. § 403-1(i)(1) | Intelligence sources and methods; | CIA v. Sims, 471 U.S. 159, 167 | USCIS | 1 | 1 |
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Footnotes

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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 |
|----------------|---|--|---|---|
| USCIS | 47,148 | 191,550 | 186,137 | 52,561 |
| | | | | 0 |
| AGENCY OVERALL | 47,148 | 191,550 | 186,137 | 52,561 |

Footnotes

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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 | |
| USCIS | 12,048 | 119,552 | 4,261 | 23,077 | 578 | 96 | 1 | 12 | 7,622 | 149 | 18,741 | 0 | 186,137 |
| | | | | | | | | | | | | | 0 |
| AGENCY OVERALL | 12,048 | 119,552 | 4,261 | 23,077 | 578 | 96 | 1 | 12 | 7,622 | 149 | 18,741 | 0 | 186,137 |

Footnotes

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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 |
|----------------|---|--|--------------------|
| USCIS | NA | 0 | 0 |
| | | | |
| AGENCY OVERALL | | | 0 |

Footnotes

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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 |
|----------------|-------|-------|--------|-------|--------|--------|----------|----------|----------|----------|----------|----------|-------|-------|
| USCIS | 0 | 80 | 31,258 | 41 | 28,739 | 65,267 | 3 | 0 | 87,047 | 2 | 93,932 | 11 | 0 | 0 |
| | | | | | | | | | | | | | | |
| AGENCY OVERALL | 0 | 80 | 31,258 | 41 | 28,739 | 65,267 | 3 | 0 | 87,047 | 2 | 93,932 | 11 | 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 |
|----------------|--|---|--|--|
| USCIS | 73 | 1,968 | 1,819 | 222 |
| | | | | 0 |
| AGENCY OVERALL | 73 | 1,968 | 1,819 | 222 |

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.

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 |
|----------------|---------------------------|---|---|--|-------|
| USCIS | 456 | 933 | 309 | 121 | 1,819 |
| | | | | | 0 |
| AGENCY OVERALL | 456 | 933 | 309 | 121 | 1,819 |

Footnotes

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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 |
|----------------|-------|-------|-------|-------|-------|-------|----------|----------|----------|----------|----------|----------|-------|-------|
| USCIS | 0 | 1 | 404 | 0 | 361 | 675 | 0 | 0 | 1,033 | 0 | 1,067 | 0 | 0 | 0 |
| | | | | | | | | | | | | | | |
| AGENCY OVERALL | 0 | 1 | 404 | 0 | 361 | 675 | 0 | 0 | 1,033 | 0 | 1,067 | 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.

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 |
|----------------|------------|---|-------------------|--------------------|----------------------------------|------------------------------------|-------------------|-----------------------------|-----------------------|---|-------------------------------|
| USCIS | 0 | 0 | 0 | 0 | 0 | 114 | 0 | 7 | 0 | 0 | 0 |
| | | | | | | | | | | | |
| AGENCY OVERALL | 0 | 0 | 0 | 0 | 0 | 114 | 0 | 7 | 0 | 0 | 0 |

Footnotes

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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 |
|----------------|--|--|--------------------|
| USCIS | NA | 0 | 0 |
| | | | |
| AGENCY OVERALL | | | 0 |

Footnotes

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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 |
|----------------|-----------------------|------------------------|-----------------------|------------------------|
| USCIS | 11.00 | 10.41 | 1.00 | 84.00 |
| | | | | |
| AGENCY OVERALL | 25.00 | 29.00 | 1.00 | 86.00 |

Footnotes

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"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 |
|----------------|------------------------|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------|
| USCIS | Date of Appeal | 2018-07-31 | 2018-07-25 | 2018-07-25 | 2018-07-24 | 2018-07-24 | 2018-07-24 | 2018-07-20 | 2018-07-16 | 2018-07-16 | 2018-07-10 |
| | Number of Days Pending | 42 | 46 | 46 | 47 | 47 | 47 | 50 | 53 | 53 | 57 |
| | Date of Appeal | | | | | | | | | | |
| | Number of Days Pending | | | | | | | | | | |
| AGENCY OVERALL | Date of Appeal | | | | | | | | | | |
| | Number of Days Pending | | | | | | | | | | |

Footnotes

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"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 |
| USCIS | 35 | 34.92 | 1 | 447 | 105 | 79.77 | 1 | 623 | 27 | 47.67 | 1 | 288 |
| | | | | | | | | | | | | |
| AGENCY OVERALL | | | | | | | | | | | | |

Footnotes

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"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 |
| USCIS | 39 | 43.34 | 1 | 447 | 109 | 79.77 | 1 | 623 | 29 | 45.28 | 1 | 188 |
| | | | | | | | | | | | | |
| AGENCY OVERALL | | | | | | | | | | | | |

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.

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 |
|----------------|--------------|---------------|---------------|---------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|--------|
| USCIS | 12,179 | 10,265 | 9,410 | 1,381 | 304 | 593 | 779 | 698 | 85 | 50 | 85 | 16 | 5 | 35,850 |
| | | | | | | | | | | | | | | 0 |
| AGENCY OVERALL | 12,179 | 10,265 | 9,410 | 1,381 | 304 | 593 | 779 | 698 | 85 | 50 | 85 | 16 | 5 | 35,850 |

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.

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 |
|----------------|--------------|---------------|---------------|---------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|---------|
| USCIS | 40,223 | 1,997 | 625 | 420 | 8,093 | 80,590 | 6,968 | 2,241 | 600 | 340 | 411 | 80 | 16 | 142,604 |
| | | | | | | | | | | | | | | 0 |
| AGENCY OVERALL | 40,223 | 1,997 | 625 | 420 | 8,093 | 80,590 | 6,968 | 2,241 | 600 | 340 | 411 | 80 | 16 | 142,604 |

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.

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 |
|----------------|--------------|---------------|---------------|---------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|-------|
| USCIS | 18 | 11 | 6 | 4 | 3 | 1 | 0 | 2 | 1 | 1 | 1 | 0 | 0 | 48 |
| | | | | | | | | | | | | | | 0 |
| AGENCY OVERALL | 18 | 11 | 6 | 4 | 3 | 1 | 0 | 2 | 1 | 1 | 1 | 0 | 0 | 48 |

Footnotes

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"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 |
| USCIS | 2843 | 14 | 43.69 | 49936 | 57 | 59.24 | 36 | 172.5 | 207.58 |
| | | | | | | | | | |
| AGENCY OVERALL | 2783 | 30 | 30 | 120 | 34 | 73 | 0 | 0 | 0 |

Footnotes

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"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 |
|----------------|------------------------|---------------------|------------|------------|------------|------------|------------|------------|------------|------------|----------------|
| USCIS | Date of Receipt | 2017-01-31 | 2017-01-18 | 2017-01-17 | 2017-01-11 | 2017-01-10 | 2017-01-10 | 2016-12-12 | 2016-11-21 | 2016-11-08 | 2016-10-07 |
| | Number of Days Pending | 416 | 425 | 426 | 430 | 431 | 431 | 451 | 465 | 474 | 496 |
| | Date of Receipt | | | | | | | | | | |
| | Number of Days Pending | | | | | | | | | | |
| AGENCY OVERALL | Date of Receipt | | | | | | | | | | |
| | Number of Days Pending | | | | | | | | | | |

Footnotes

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"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 |
|----------------|----------------|---------------|-------------------------------------|--------------------------------------|---|
| USCIS | 68 | 1,055 | 1 | 8 | 1011 |
| | | | | | |
| AGENCY OVERALL | 7 | 98 | 1 | 3 | 100 |

Footnotes

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"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 |
|----------------|----------------|---------------|-------------------------------------|--------------------------------------|
| USCIS | 258 | 157 | 1 | 5.3 |
| | | | | |
| AGENCY OVERALL | 29 | 63 | 2 | 4 |

Footnotes

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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 |
| USCIS | 212 | 122 | 334 | \$31,162,700.94 | \$903,700.48 | \$32,066,401.42 |
| | | | 0 | | | \$0.00 |
| AGENCY OVERALL | 212 | 122 | 334 | \$31,162,700.94 | \$903,700.48 | \$32,066,401.42 |

Footnotes

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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 |
|----------------|--------------------------------|---------------------------|
| USCIS | \$0.00 | 0.00% |
| | | |
| AGENCY OVERALL | \$0.00 | 0.00% |

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.

* "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 |
|----------------|--|---|
| USCIS | 41,329 | 75 |
| | | |
| AGENCY OVERALL | 41,329 | 75 |

Footnotes

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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.

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 |
|----------------|--|--|---|--|
| USCIS | 25 | 76 | 75 | 26 |
| | | | | 0 |
| AGENCY OVERALL | 25 | 76 | 75 | 26 |

Footnotes

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"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 |
|----------------|-----------------|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------------|
| USCIS | Date | 2018-01-03 | 2017-12-08 | 2017-11-20 | 2017-10-02 | 2017-10-02 | 2017-09-11 | 2017-09-08 | 2017-08-16 | 2017-04-27 | 2017-02-15 |
| | Number of Days | 186 | 203 | 216 | 249 | 249 | 264 | 266 | 282 | 358 | 406 |
| | Date | | | | | | | | | | |
| | Number of Days | | | | | | | | | | |
| AGENCY OVERALL | Date | | | | | | | | | | |
| | Number of Days | | | | | | | | | | |

Footnotes

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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 |
| USCIS | 190,941 | 191,550 | 189,735 | 186,137 |
| | | | | |
| AGENCY OVERALL | 190,941 | 191,550 | 189,735 | 186,137 |

Footnotes

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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 |
|----------------|--|---|
| USCIS | 37,887 | 41,329 |
| | | |
| AGENCY OVERALL | 37,887 | 41,329 |

Footnotes

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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 |
| USCIS | 1,770 | 1,968 | 1,742 | 1,819 |
| | | | | |
| AGENCY OVERALL | 1,770 | 1,968 | 1,742 | 1,819 |

Footnotes

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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 |
|----------------|---|--|
| USCIS | 0 | 75 |
| | | |
| AGENCY OVERALL | 0 | 75 |

Footnotes

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