

National Labor Relations Board

Freedom of Information Act Annual Report Fiscal Year 2019

NLRB FOIA ANNUAL REPORT

FOR 10/01/2018 THROUGH 09/30/2019

The following **Annual Freedom of Information Act** report covers the Period 10/01/2018, through 09/30/2019, as required by 5 U.S.C. 552.

I. BASIC INFORMATION REGARDING REPORT

- Name, Title, Address, and Telephone Number Synta E. Keeling National FOIA Officer National Labor Relations Board (NLRB) 1015 Half Street Southeast FOIA Branch - 4th Floor Washington, DC 20570 202-273-2995 Electronic address for Report on the agency web site.
 https://www.nlrb.gov/reports-guidance/reports/foia-annual-reports
 - How to obtain a copy of the report in paper form.
- 3. N/A

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II. MAKING A FOIA REQUEST

 https://www.nlrb.gov/foia/where-file-your-foia-request FOIAonline.gov

III. ACRONYMS, DEFINITIONS, AND EXEMPTIONS

Acronyms used :	
Acronym	Definition
DLC	Division of Legal Counsel
NLRB	NLRB regional offices and Washington D.C. headquarters
OIG	Office of Inspector General

- 2. Definition 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.

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- 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.
- m. **Simple Request** a FOIA request that an agency using multi-track processing places in its fastest (nonexpedited) track based on the low volume and/or simplicity of the records requested.
- n. **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.
- o. **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.
- p. **Pending Request or Pending Administrative Appeal** a request or administrative appeal for which an agency has not taken final action in all respects.
- q. **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.
- r. **Processed Request or Processed Administrative Appeal** a request or administrative appeal for which an agency has taken final action in all respects.

- s. **Range in Number of Days** the lowest and highest number of days to process requests or administrative appeals.
- t. **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	Number of Times Relied Upon per Component	Total Number of Times Relied Upon by Agency
5 U.S.C. app 4 § 107(a)(2) (Ethics in Government Act of 1978)	Confidential financial disclosure report pertaining to certain government employees	Meyerhoff v. EPA, 958 F.2d 1498, 1500-02 (9th Cir. 1992); Boyd v. Exec. Office for U.S. Attorneys, 161 F. Supp. 3d 1, 7 (D.D.C. 2015); Seife v. NIH, 874 F. Supp. 2d 248, 254 (S.D.N.Y. 2012).	NLRB : 1	1

V. FOIA REQUESTS

	A. Received, Processed and Pending FOIA Requests											
	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								
OIG	1	20	21	0								
NLRB	163	1350	1399	114								
TOTAL	164	1370	1420	114								

* The NLRB reported 162 requests pending with a total of 163 requests pending as of September 30, 2018 in the FY 2018 FOIA Annual Report. The above numbers reflect new data provided by FOIAonline.

			В.(1) Disposi	ition of FC	DIA Reques	ts All F	Processed Re	quests				
					Number of Full Denials Based on Reasons Other than Exemptions								
	Number of Full Grants		Number of Full Denials Based on Exemptions	No Records	All Records Referred to Another Agency			Records Not Reasonably Described		Not an Agency Record	Duplicate Request	Other	TOTAL
OIG	5	10	5	0	0	0	0	1	0	0	0	0	21
NLRB	241	814	57	64	1	156	25	16	1	3	21	0	1399
TOTAL	246	824	62	64	1	156	25	17	1	3	21	0	1420

B.(2) [B.(2) Disposition of FOIA Requests Other Reasons for Full Denials Based on Reasons Other than Exemptions									
	Description of Other Reasons for Denials from Chart B.(1) & Number of Times Those Reasons Were Relied Upon	TOTAL								

* For FY 2019, the NLRB does not have applicable information for this table.

	B.(3) Disposition of FOIA Requests Number of Times Exemptions Applied													
	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									Ex. 9				
OIG	0	0	0	0	6	13	1	0	9	3	1	0	0	0
NLRB	0	0	1	95	146	776	249	0	762	130	3	2	0	0
TOTAL	0	0	1	95	152	789	250	0	771	133	4	2	0	0

VI. ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS

	A. Received, Processed and Pending FOIA Appeals											
	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 a of End of Fiscal Year								
DLC	2	11	12	1								
TOTAL	2	11	12	1								

	B. Disposition of Administrative Appeals All Processed Appeals											
	Number of Affirmed on Appeal	Number Partially Affirmed & Partially Reversed/Remanded on Appeal	Number of Completely Reversed/Remanded on Appeal	Number of Appeals Closed for Other Reasons	TOTAL							
DLC	3	3	2	4	12							
TOTAL	3	3	2	4	12							

	C.(1) Reasons for Denial on Appeal Number of Times Exemptions Applied													
	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
DLC	0	0	0	0	2	5	3	0	5	1	0	0	0	0
TOTAL	0	0	0	0	2	5	3	0	5	1	0	0	0	0

	C.(2) Reasons for Denial on Appeal Reasons Other than Exemptions											
	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 for Expedited Processing	Other	
DLC	2	0	1	0	0	0	0	0	0	1	1	
TOTAL	2	0	1	0	0	0	0	0	0	1	1	

	C.(3) Reasons for Denial on Appeal Other Reasons								
	Description of Other Reasons for Denials from Chart C.(2) & Number of Times Those Reasons Were Relied Upon	TOTAL							
DLC	Moot 1	1							
TOTAL		1							

C.(4) Response Time for Administrative Appeals										
	Median Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days						
DLC	19.0	17.33	3.0	22.0						
TOTAL	19.0	17.33	3.0	22.0						

	C.(5) Ten Oldest Pending Administrative Appeals									
	10th Oldest Appeal and Number of Days Pending	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Appeal and Number of Days Pending
DLC										2019-09-23 5
TOTAL										2019-09-23 5

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

	A. Processed Requests Response Time for All Processed Perfected Requests											
		SIM	PLE			COM	PLEX		EXPEDITED			
	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
OIG	15.0	19.3	< 1	65.0	-	-	-	-	-	-	-	-
NLRB	10.0	40.23	< 1	653.0	-	-	-	-	6.5	20.21	< 1	361.0
TOTAL	10.0	39.9	< 1	653.0	-	-	-	-	6.5	20.21	< 1	361.0

	B. Processed Requests Response Time for Perfected Requests in Which Information Was Granted											
		SIM	PLE			COM	PLEX		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
OIG	17.0	23.07	2.0	65.0	-	-	-	-	-	-	-	-
NLRB	11.0	36.03	< 1	653.0	-	-	-	-	7.0	19.87	< 1	361.0
TOTAL	11.0	35.84	< 1	653.0	-	-	-	-	7.0	19.87	< 1	361.0

	C. Processed Requests Response Time in Day Increments													
	Simple Requests													
	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
OIG	14	4	0	2	0	0	0	0	0	0	0	0	0	20
NLRB	845	143	73	34	22	20	20	12	7	8	35	18	15	1252
TOTAL	859	147	73	36	22	20	20	12	7	8	35	18	15	1272

Complex Requests													
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

* The NLRB does not formally use multi-track processing for FOIA requests.

	Expedited Requests													
	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
NLRB	45	4	3	2	1	0	0	0	0	0	0	1	0	56
TOTAL	45	4	3	2	1	0	0	0	0	0	0	1	0	56

	D. Pending Requests All Pending Perfected Requests									
		SIMPLE			COMPLEX		EXPEDITED			
	Number Pending				Median Number of Days	Average Number of Days	Number Pending	Median Number of Days	Average Number of Days	
NLRB	97	15.0	45.18	0	-	-	4	9.0	10.0	
TOTAL	97	15.0	45.18	0	-	-	4	9.0	10.0	

* The NLRB does not formally use multi-track processing for FOIA requests.

	E. Pending Requests Ten Oldest Pending Perfected Requests									
	10th Oldest Request and Number of Days Pending	9th	8th	7th	6th	5th	4th	3rd	2nd	Oldest Request and Number of Days Pending
NLRB	2019-03-13	2019-02-14	2019-02-05	2018-12-28	2018-11-29	2018-10-22	2018-09-12	2018-07-16	2018-07-09	2018-06-27
	139	158	165	190	208	234	261	288	240	314
TOTAL	2019-03-13	2019-02-14	2019-02-05	2018-12-28	2018-11-29	2018-10-22	2018-09-12	2018-07-16	2018-07-09	2018-06-27
	139	158	165	190	208	234	261	288	240	314

VIII. REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER

	A. Requests for Expedited Processing									
	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate	Number Adjudicated Within Ten Calendar Days					
OIG	0	4	9.5	7.75	2					
NLRB	58	148	3.0	5.51	193					
TOTAL	58	152	3.0	5.56	195					

B. Requests for Fee Waiver									
	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate					
OIG	0	2	6.0	6.0					
NLRB	3	220	0.0	0.71					
TOTAL	3	222	0.0	0.76					

IX. FOIA PERSONNEL AND COSTS

		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		
DLC	0	1.0	1.0	\$31,912.00	\$0.00	\$31,912.00		
OIG	0	1.0	1.0	\$7,020.00	\$0.00	\$7,020.00		
NLRB	16	2.0	18.0	\$1,963,515.00	\$191.00	\$1,963,706.00		
TOTAL	16	4.0	20.0	\$2,002,447.00	\$191.00	\$2,002,638.00		

X. FEES COLLECTED FOR PROCESSING REQUESTS

	Total Amount of Fees Collected	Percentage of Total Costs
NLRB	\$6,426.00	0.32
TOTAL	\$6,426.00	0.32

XI. FOIA REGULATIONS

A. Number of Times Subsection (c) Used			
Number of Times Subsection (c) Used			
DLC	1		
TOTAL	1		

B. Number of Subsection (a)(2) Postings					
	Number of Items Posted by FOIA Office	Number of Items Posted by Program			
NLRB	346	4000			
TOTAL	346	4000			

XII. BACKLOGS, CONSULTATIONS, AND COMPARISONS

A. Backlogs of FOIA Requests and Administrative Appeals				
	Number of Backlogged Requests as of End of Fiscal Year	Number of Backlogged Appeals as of End of Fiscal Year		
NLRB	35	0		
TOTAL	35	0		

B. Consultations on FOIA Requests Received, Processed, and Pending Consultations					
R	umber of Consultations Received from Other ncies that Were Pending f Start of the Fiscal Year	Number of Consultations Received from Other Agencies During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Processed During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Pending as of End of the Fiscal Year	

* For FY 2019, the NLRB did not receive any requests for consultation.

	C. Consultations on FOIA Requests Ten Oldest Consultations Received from Other Agencies and Pending									
	10th Oldest Consultation and Number of Days Pending		8th	7th	6th	5th	4th	3rd	2nd	Oldest Consultation and Number of Days Pending
TOTAL										

* For FY 2019, the NLRB did not receive any requests for consultation.

D. Comparison of Numbers of Requests from Previous and Current Annual Report Requests Received, Processed, and Backlogged						
	NUMBER OF REQ	UESTS RECEIVED	NUMBER OF REQUESTS PROCESSED			
	Number Received During Number Received During Fiscal Year from Last Year's Fiscal Year from Current Annual Report Year's Annual Report		Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report		
OIG	20	20	23	21		
NLRB	1285	1350	1524	1399		
TOTAL	1305	1370	1547	1420		

	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	
NLRB	87	35	
TOTAL	87	35	

E. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report Appeals Received, Processed, and Backlogged						
	NUMBER OF APPEALS RECEIVED NUMBER OF APPEALS PROCESSED					
	Number Received During Fiscal Year from Last Year's Annual ReportNumber Received During Fiscal Year from Current 		Number Processed During Fiscal Year from Last Year's Annual Report	Number Processed During Fiscal Year from Current Annual Report		
DLC	14	11	13	12		
TOTAL	14	11	13	12		

Number of Backlogged Appeals as of End of the Fiscal	Number of Backlogged Appeals as of End of the Fiscal
Year from Previous Annual Report	Year from Current Annual Report

* For FY 2019, the NLRB did not have any backlogged appeals.