

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

FISCAL YEAR 2008

Annual Freedom of Information Act (FOIA) Report

I. Basic Information Regarding Report

- A. Questions about this report can be addressed to Ramona Oliver, NARA FOIA Officer, Office of General Counsel, Room 3110, 8601 Adelphi Road, College Park, MD 20740-6001. The telephone number is 301-837-2024. The e-mail address is foia@nara.gov.
- B. Pursuant to EO 13392, NARA has designated Gary M. Stern, General Counsel, as Chief FOIA Officer. Questions may be addressed to his attention at Office of General Counsel, Room 3110, 8601 Adelphi Road, College Park, MD 20740-6001. The telephone number is 301-837-1750. The e-mail address is foia@nara.gov.
- C. An electronic version of the report is available from the NARA website: www.archives.gov/foia/reports/2008.pdf.
- D. To request a paper copy of this report write to the FOIA Officer at the address above.

II. Making a FOIA Request

- A. **Names, addresses, and telephone numbers of all individual agency components and offices that receive FOIA requests.**

NARA accepts FOIA requests for the executive branch agency records in its legal custody. That includes the operational records that NARA creates while conducting government business and the accessioned archival records that NARA receives and maintains from all Executive branch agencies as the National Archives of the United States. NARA also accepts FOIA requests for Presidential and Vice Presidential records subject to the provisions of the Presidential Records Act. For general questions on the FOIA or on a specific request, you may call NARA's FOIA hotline at 301-837-3642.

FOR OPERATIONAL RECORDS (all NARA units, except the Inspector General)

NARA FOIA Officer
Office of General Counsel, Room 3110

8601 Adelphi Road
College Park, MD 20740-6001
301-837-3642 (phone)
301-837-0293 (fax)
foia@nara.gov (email)

FOR RECORDS OF NARA'S INSPECTOR GENERAL

Office of Inspector General
Attn: FOIA Request
8601 Adelphi Road, Room 1300
College Park, MD 20740-6001
301-837-3000 (phone)
301-837-3197 (fax)

FOR ARCHIVAL RECORDS (Washington, Metropolitan Area)

Special Access and FOIA Staff
8601 Adelphi Road, Room 6350
College Park, MD 20740-6001
301-837-3190 (phone)
301-837-1864 (fax)
foia@nara.gov (email)

FOR ARCHIVAL RECORDS (in the Regional Archives System)

FOIA requests should be addressed to the Director of the Regional Archives where the records are located. A listing of facility addresses can be found at www.archives.gov/locations/index.html.

FOR PRESIDENTIAL RECORDS SUBJECT TO FOIA

Pursuant to the Presidential Records Act of 1978, the records of former presidents, beginning with President Reagan, become subject to the provisions of the FOIA five years after the presidents leave office. The incumbent or former president may continue specific restrictions for up to twelve years, after which only statutory FOIA restrictions may be applied. FOIA requests for Presidential records should be mailed to the attention of the Director of the Presidential library in which the records are located. Addresses of the Presidential Libraries are posted on our website at www.archives.gov/presidential-libraries/index.html.

FOR OFFICIAL MILITARY or CIVILIAN PERSONNEL FILES

National Personnel Records Center
Military Personnel Records

9700 Page Avenue
St. Louis, MO 63132-5100
npr.center@nara.gov (email)

National Personnel Records Center
Civilian Personnel Records
111 Winnebago Street
St. Louis, Missouri 63118-4126
cpr.center@nara.gov (email)

ALL OTHER RECORDS

Judicial records, records of the Congress and legislative branch agencies, donated historical materials, and Nixon Presidential Historical Materials are not subject to the FOIA.

In addition, NARA cannot respond to FOIA requests for records solely in our physical custody, such as the records of Executive Branch agencies stored at NARA administered Federal Records Centers. FOIA requests for record center holdings remain the responsibility of the originating agency.

We have published a FOIA Reference Guide that describes the procedures for making FOIA requests to NARA. The Guide can be viewed at www.archives.gov/foia/foia-guide.html. Additional procedural information can be found in our implementing regulations at 36 CFR Part 1250 and 1254 through 1260.

B. Brief description of why some requests are not granted and an overview of certain general categories of the agency's records to which the FOIA exemptions apply.

In FY 2008, NARA withheld information 362 times at the initial processing stage under specific exemptions of the FOIA. Approximately 52% of these withholdings were either to protect the privacy of individuals (exemption (b)(6)) or to withhold information the release of which would harm the national security of the United States (exemption (b)(1)). An additional 22% were held pursuant to statute (exemption (b)(3)) or to protect agency deliberations (exemption (b)(5)).

III. Acronyms, Definitions, and Exemptions

A. Agency specific acronyms or other terms

NARA - National Archives and Records Administration.

Operational records – records that NARA creates or receives in carrying out its mission and responsibility as an executive branch agency.

Archival records – permanent records of the United States government that have been transferred to the legal and physical custody of the National Archives of the United States and the Presidential Libraries.

Performance Measurement and Reporting System (PMRS) – the official source for statistical management information at NARA. PMRS is a “data warehouse” application that collects and publishes data regarding NARA’s performance relative to the numeric goals in NARA’s Strategic Plan.

B. Basic terms, expressed in common terminology

- a. **Administrative Appeal** – a request to a federal agency asking that it review at a higher administrative level a full denial or partial denial of access to records under the Freedom of Information Act, or any other FOIA determination such as a matter pertaining to fees.
- 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 separate federal statute prohibiting the disclosure of a certain type of information and authorizing its withholding under FOIA subsection (b)(3).
- g. **FOIA/PA request** – Freedom of Information Act/Privacy Act request. A FOIA request is generally a request for access to records concerning a third party, an organization, or a particular topic of interest. A Privacy Act request is a request for records concerning oneself; such requests are also treated as FOIA requests. (All requests for access to records under these two statutes are included in this report. This report does not account for requests for archival records that do not cite the FOIA or Privacy Act.)
- 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 part of a record or records in response to a FOIA request because all the information in the requested records is determined by the agency to be exempt under one or more of the FOIA's exemptions, or for some procedural reason (such as because no record is located in response to a FOIA request).
- 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 in each track are processed on a first-in/first out basis. A requester who has an urgent need for records may request expedited processing (see below).

- i. **Expedited processing** – an agency will process a FOIA request on an expedited basis when a requester has shown an exceptional need or urgency for the records which warrants prioritization of his or her request over other requests that were made earlier.
 - ii. **Simple request** – a FOIA request that an agency using multi-track processing places in its fastest (non expedited) track based on the volume and/or simplicity of records requested.
 - iii. **Complex request** – a FOIA request that an agency using multi-track processing places in a slower track based on the volume and/or complexity of records requested.
- l. **Partial grant/Partial Denial** – an agency decision to disclose a record in part in response to a FOIA request, deleting information determined to be exempt under one or more of the FOIA's exemptions; or a decision to disclose some records in their entirety, but to withhold others in whole or in part.
- m. **Pending Request or Pending Administrative Appeal** – a request or administrative appeal for which an agency has not taken final action in all requests.
- n. **"Perfectured" request** – a FOIA request for records which adequately describes the records sought, which has been received by the FOIA office of the agency or agency component in possession of the records, and for which there is no remaining question about the payment of applicable fees.
- o. **Processed Request or Processed Administrative Appeal** – a request or appeal for which an agency has taken a final action on the request or the appeal 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 Freedom of Information Act for an agency to respond to a FOIA request (ordinarily 20 working days from proper receipt of a "perfectured" FOIA request).

C. 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 (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

A. This section lists the exemption 3 statutes invoked by NARA in responding to FOIA requests; the types of information withheld most often and court decisions supporting these withholdings.

Statute	Type of Information Withheld	Case Citation	Total Number of Times Relied upon by Agency
10 U.S.C. § 424	Organizational and Personnel Information for the DIA	None	2
18 U.S.C. § 2510 - 2520	Wiretap requests and information	Lam Lek Chong v. DEA, 929 F.2d 729 (D.C. Cir 1991)	2
26 U.S.C. § 6103	Income tax returns and return information	Church of Scientology v. IRS 484 U.S. 9 (1987)	3
50 U.S.C. § 403-3(c)(7)	Intelligence sources and methods	CIA v. Sims 471 U.S. 159, 167 (1985)	1
50 U.S.C. § 403g	CIA organization, activities, and personnel	Minier v. CIA, 88 F.3d 796, 801 (9 th Cir. 1996)	7
F.R.Cr.P. 6(e)	Grand Jury Information	Senate of Puerto Rico v. United States Department of Justice, 823 F. 2d 574 (D.C. Cir. 1987)	4

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
Agency Overall	5,177	14,075	13,472	5,781

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																			
AGENCY OVERALL	506	190	25	No Records	12,232	All Records Referred to Another Component or Agency	108	Request Withdrawn	27	Fee-Related Reason	10	Records not Reasonably Described	177	Improper FOIA Request for Other Reasons	21	Not Agency Record	8	Duplicate Request	23	Other Explain in chart below	145	Total	13,472

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

Component	Description of “Other” Reasons for Denials from Chart B (1) & Number of Times Those Reasons Were Relied upon	TOTAL
Agency Overall	<p style="text-align: center;">Presidential Records Act 1</p> <p style="text-align: center;">Requests illegible, or other instances not properly covered by procedural denials a thru h 144</p>	145

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
AGENCY OVERALL	101	13	61	13	18	87	22	0	27	11	8	0	1	0

VI. Administrative Appeals of Initial Determinations of FOIA Requests

A. Received, Processed and Pending Administrative 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 as of End of Fiscal Year
8	42	21	29

B. Description of Administrative Appeals – All Processed Appeals

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
11	1	4	5	21

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
0	0	3	0	0	1	0	0	1	0	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 of Request for Expedited Processing	Other
3	1	1	3	1	1	0	0	0	0	2

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

Description of “Other” Reasons for Denial on Appeal from Chart C (2) & Number of Times Those Reasons Were Relied upon	TOTAL
<p>1. Multi-faceted appeal concerning expedited processing, fees, and declassification of records.</p> <p>2. Appeal withdrawn after requester accepted NARA’s explanation that no documents were withheld after reviewing the files in the Archives II Research Room.</p>	2

C. (4) Response Time for Administrative Appeals

Medium Number of Days	Average Number of Days	Lowest Number of Days	Highest Number of Days
34	70.23	1	398

C. (5) Ten Oldest Pending Administrative Appeals

Date of Receipt of Ten Oldest Appeals	Number of Days Pending	Date of Receipt of Ten Oldest Appeals	Number of Days Pending	Date of Receipt of Ten Oldest Appeals	Number of Days Pending	Date of Receipt of Ten Oldest Appeals	Number of Days Pending	Date of Receipt of Ten Oldest Appeals	Number of Days Pending	Date of Receipt of Ten Oldest Appeals	Number of Days Pending	Date of Receipt of Ten Oldest Appeals	Number of Days Pending	Date of Receipt of Ten Oldest Appeals	Number of Days Pending
October 22, 2007	238	October 9, 2007	247	September 21, 2007	258	August 3, 2007	292	April 9, 2007	374	April 3, 2006	629	March 3, 2006	650	January 31, 2006	672
														January 30, 2006	673
														January 25, 2005	925

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
AGENCY OVERALL	1,222	5	1232.86	4,494	157	2082.58	N/A*	N/A*	N/A*

***Note: At this time NARA’s data system, Performance Measurement and Reporting System, is not programmed to calculate the processing times of requests seeking expedited processing. We track and respond to expedited requests but cannot follow them through the life cycle to completion. We expect to have the issue resolved in time for the FY 2009 report.**

E. Pending Requests – Ten Oldest Pending Perfected Requests

	10 th Oldest Request and Number of Days Pending	9 th	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	Oldest Request and Number of Days Pending
AGENCY OVERALL	3/14/1994 5,314 days	3/5/94 5,323	2/22/94 5,334	1/4/94 5,383	11/09/93 5,439	10/10/93 5,469	9/9/93 5,500	8/31/93 5,509	10/22/92 5,822	9/21/92 5,853

VII. FOIA Requests: Response Time for Processed and Pending Requests

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

AGENCY OVERALL	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
	5	10.28	0	1,411	157	480.45	0	2,843	N/A*	N/A*	N/A*	N/A*

*Note: At this time NARA's data system, Performance Measurement and Reporting System, is not programmed to calculate the processing times of requests seeking expedited processing. We track and respond to expedited requests but cannot follow them through the life cycle to completion. We expect to have the issue resolved in time for the FY 2009 report.

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	12	78.37	0	1,411	313	585.34	0	2,843	N/A*	N/A*	N/A*	N/A*			

*Note: At this time NARA's data system, Performance Measurement and Reporting System, is not programmed to calculate the processing times of requests seeking expedited processing. We track and respond to expedited requests but cannot follow them through the life cycle to completion. We expect to have the issue resolved in time for the FY 2009 report.

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
AGENCY OVERALL	11,880	513	139	42	16	6	5	5	3	2	10	11	152	12,784

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
AGENCY OVERALL	61	64	37	17	17	12	3	6	5	5	21	12	179	439

Requests Granted Expedited Processing

	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
AGENCY OVERALL	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*	N/A*

*Note: At this time NARA's data system, Performance Measurement and Reporting System, is not programmed to calculate the processing times of requests seeking expedited processing. We track and respond to expedited requests but cannot follow them through the life cycle to completion. We expect to have the issue resolved in time for the FY 2009 report.

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
AGENCY OVERALL	6	50	5	5	50

B. Requests for Fee Waiver

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
AGENCY OVERALL	1	151	5	5

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
AGENCY OVERALL	0	24	24	2,336,157	N/A	2,336,157

X. Fees

	Total Amount of Fees Collected	Percentage of Total Costs
AGENCY OVERALL	\$210.00	<1%

XI. FOIA Regulations (Including Fee Schedule)

NARA's FOIA regulations are found in 36 CFR Part 1250, which includes the fee schedule for NARA's operational records. The fee schedule for archival records is found in 36 CFR Part 1258. These regulations are also available on our website at www.archives.gov/about/regulations/part-1250.html

The fees above represent fees collected in response to FOIA requests for NARA's operational records. NARA does not charge fees for document search or review of accessioned (archival) records. However, in accordance with 44 USC § 2116 (c), NARA charges standard fees to recover the costs of making reproductions in response to requests received by NARA. In our current system there is no way to distinguish reproductions made in response to FOIA requests from reproductions made in response to other types of requests.

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

	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
AGENCY OVERALL	12,185	14,075	12,386	13,472

	Number of Backlogged Requests as of End of Fiscal Year from Previous Annual Report	Number of Backlogged Requests as of End of Fiscal Year from Current Annual Report
AGENCY OVERALL	5,177	5,781

E. Comparisons of Numbers of Administrative Appeals from Previous and Current Annual Report – Appeals Received, Processed, and Backlogged

	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
AGENCY OVERALL	36	42	47	21

	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
AGENCY OVERALL	8	29

F. Discussion of Other FOIA Activities (Optional)

1. Brief description of the agency's response times

In the FY 2008 Performance Plan, NARA developed a target goal of completing 87% of all FOIA requests received by the agency within 20 working days. NARA achieved the Performance goal.

In FY08 NARA noticed a slight increase in our overall performance against our target performance goal for responding to FOIA requests. Even with a substantial increase in the number of requests received and processed, NARA managed to increase its overall performance by 1%. While NARA has made strides to enhance performance on the processing of FOIA requests, we are still faced with challenges. A number of factors contribute to NARA's inability to fully comply with the FOIA's statutory time limits:

- a.** FOIA's for official Military Personnel files take considerably longer than twenty working days to process if the request is for a record that was lost in the 1973 fire at the National Personnel Records Center and the data must be reconstructed from other sources, or if the record has been borrowed by another agency.
- b.** NARA has very limited authority to declassify information. The length of time to respond to a FOIA can be prolonged if the records must be referred to another agency for declassification review.
- c.** When FOIA requests are submitted to those Presidential Libraries subject to the Presidential Records Act and the FOIA, NARA must inform both the current and the former Presidents of the records we propose to open and then allow the Presidents an opportunity to review the records prior to release.
- d.** The Archivist of the United States has initiated the National Declassification Initiative (NDI) to facilitate the review of classified records among our archival holdings in accordance with the 25 year automatic declassification requirements of EO 12958, as amended. The majority of the staff allocated to process incoming FOIA requests at NARA's College Park facility was transferred to assist in implementing the NDI. In the short term this will affect our ability to meet agency and

FOIA improvement plan goals. In the long term, the benefits brought about by the released material will far outweigh the temporary setbacks.