

**THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
FISCAL YEAR 1999
ANNUAL FREEDOM OF INFORMATION ACT REPORT**

I. Basic Information

- A. Name, Title, Address and telephone number of person(s) to be contacted with questions about the report.

Lisa Fowler, KSC FOIA Coordinator, AB-F1, Kennedy Space Center, FL 32899 321-867-2468

- B. Electronic address for report on World Wide Web.

www.ksc.nasa.gov

- C. How to obtain a copy of the report in paper form.

Written request mailed to FOIA Coordinator, AB-F1, Kennedy Space Center, FL 32899 or fax a request to 321-867-2692

II. How to Make a FOIA Request

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

Lisa Fowler, AB-F1, Kennedy Space Center, FL 32899
Joseph P. Gordon, Jr., AB, Kennedy Space Center, FL 32899

- B. Brief description of agency's response time ranges.

KSC normally meets all request within the 20 day timeframe; however, due to the size of some request and further clarification or requested documents and search for records it has been approximately 30 days in some instances.

- C. Brief description of why some requests are not granted.

Either there are no agency records responsive or there is an exemption that requires that we withhold the information

III. Definitions of Terms and Acronyms Used in the Report

- A. Agency-specific acronyms or other terms.

B. Basic terms, expressed in common terminology.

1. 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, regardless of which law is cited by the requester, are included in this report.
2. Initial Request – a request to a federal agency for access to records under the Freedom of Information Act.
3. 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.
4. Processed Request or Appeal – a request or appeal for which any agency has taken a final action on the request or the appeal in all respects.
5. 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. Request 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)
6. 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 requests over other requests that were made earlier.
7. Simple request – a FOIA request that an agency using multi-track processing places in its fastest (nonexpedited) track based on the volume and or simplicity of records requested.
8. Complex request – a FOIA request that an agency using a multi-track processing places in a slower track based on the volume and/or complexity of records requested.
9. Grant – an agency decision to disclose all records in full in response to a FOIA request.
10. Partial grant – an agency decision to disclose a record in part 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 entireties, but to withhold others in whole or in part.

11. Denial – an agency decision not to release any part of a record or records in response to a FOIA request because of 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 records in located in response to a FOIA request)
12. Time limits – the time period in the Freedom of Information Act for an agency to respond to a FOIA is request (ordinarily 20 working days from proper receipt of a “perfected FOIA request).
13. “Perfected” request – a FOIA request for records which adequately describes the records sought, which as been received by the FOIA offices of the agency or agency component in possession of the records, for which there is no remaining question about he payment of applicable fees.
14. Exemption 3 statue – a separate federal statue prohibiting the disclosure of a certain type of information and authorizing its withholding under FOIA subsection (b)(3).
15. Median number – the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.
16. 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

IV. Exemption 3 Statues

- A. List of Exemption 3 statutes relied on by agency during current fiscal year. 0
 1. Brief description of type(s) of information withheld under each statute.
 2. Statement of whether a court has upheld the use of each statute. If so, then cite example.

V. Initial FOIA/PA Access Request

- A. Numbers of initial requests.
 1. Number of requests pending as of end of preceding fiscal year: 0
 2. Number of request received during current fiscal year: 127
 3. Number of request processed during current fiscal year: 123
 4. Number of request pending as of end of current fiscal year: 4

- B. Disposition of initial request.
1. Number of total grants: 42
 2. Number of partial grants: 39
 3. Number of denials:
 - a. number of times each FOIA exemption used

(1) Exemption 1	0
(2) Exemption 2	
(3) Exemption 3	0
(4) Exemption 4	33
(5) Exemption 5	1
(6) Exemption 6	3
(7) Exemption 7(A)	
(8) Exemption 7(B)	
(9) Exemption 7(C)	1
(10) Exemption 7(D)	
(11) Exemption 7(E)	
(12) Exemption 7 (F)	
(13) Exemption 8	0
(14) Exemption 9	0
 4. Other reasons for nondisclosure (total) 42
 - a. no records 7
 - b. referrals 26
 - c. request withdrawn 3
 - d. fee-related reason 1
 - e. records not reasonably described 3
 - f. not a proper FOIA request or for some other reason 0
 - g. not an agency record 2
 - h. duplicate request 0
 - i. other (specify)

VI. Appeals of Initial Denials of FOIA/PA Requests

- A. Numbers of appeals.
1. Number of appeals received during fiscal year
 2. Number of appeals processed during fiscal year
- B. Disposition of appeals.
1. Number of completely upheld

2. Number partially reversed
3. Number completely reversed

VII. Compliance with Time Limits/Status of Pending Request

- A. Median processing time for requests processed during the year.
 1. Simple request (if multiple tracks used)
 - a. number of requests processed
 - b. median number of days to process
 2. Complex request (specify for any and all tracks used)
 - a. number of requests processed 123
 - b. median days to process 10
 3. Requests accorded expedited processing.
 - a. number of request processed.
 - b. Median number of days process
- B. Status of pending requests.
 1. Number of requests pending as of end of current fiscal year: 4
 2. Median number of days that such requests were pending as of that date
30

VIII. Comparisons with Previous Year(s) (Optional)

- A. Comparison of numbers of requests received
- B. Comparison of numbers of requests processed
- C. Comparison of median numbers of days requests were pending as of en of fiscal year
- D. Other statistics significant to agency
- E. Other narrative statements describing agency efforts to improve timeliness of FOIA performance and to make records available to the public (e.g., backlog reduction efforts; specification of average number of hours processed request; training activities; public availability of new categories of records)

IX. Costs/FOIA Staffing

- A. Staffing levels.
 1. Number of full-time FOIA personnel 1
 2. Number of personnel with part-time or occasional FOIA duties (in total work years)
 3. Total number of personnel (in work years)
- B. Total costs (including staff and all resources).

1. FOIA processing (including appeals) \$8,567.48
 2. Litigation-related activities (estimated)
 3. Total costs
 4. Comparison with previous year(s) (including percentage of change) (optional)
- C. Statement of additional resources needed for FOIA compliance (optional)

X. Fees

- A. Total amount of fees collected by agency for processing requests
\$543.80
- B. Percentage of total costs

XI. FOIA Regulations (Including Fee Schedule)

Agencies should provide electronic link availability in electronic form and attach in paper form.