








# FOIA FEE CHART

	COPY	SEARCH	REVIEW	Special Notes
<b>Commercial</b>		 <ul style="list-style-type: none"> <li>• <u>Administrative/Clerical</u> staff time is billed at \$20.00 an hour or \$5.00 for every 15 minutes of search and/or review.</li> <li>• <u>Professional</u> staff time is billed at \$40.00 per hour or \$10.00 for every 15 minutes of search and/or review.</li> </ul>		<ul style="list-style-type: none"> <li>• Minimum charge of \$15.00 from any fee category.</li> </ul> <p>****No search fees are charged if the agency has not met the time limits in processing the request.</p>
<b>Educational or Non-Commercial Scientific (Not individual studies)</b>	 <p>(.15 cents per page with first one hundred pages for free)</p>			<ul style="list-style-type: none"> <li>• Minimum charge of \$15.00 from any fee category.</li> </ul> <p>****This is a favored requester which means that there are no duplication fees charged if the agency has not met the time limits in processing the request. 1</p>

# FOIA FEE CHART (continued)

<p>Media</p>	 <p>(.15 cents per page with first one hundred pages for free)</p>		<ul style="list-style-type: none"> <li>• Minimum charge of \$15.00 from any fee category.</li> </ul> <p>****This is a favored requester which means that there are no duplication fees charged if the agency has not met the time limits in processing the request.</p>
<p>All Others</p>	 <p>(.15 cents per page with first one hundred pages for free)</p>	 <p>(First two hours free)</p> <ul style="list-style-type: none"> <li>• <u>Administrative/Clerical</u> staff time is billed at \$20.00 an hour or \$5.00 for every 15 minutes of search and/or review.</li> <li>• <u>Professional</u> staff time is billed at \$0.00 per hour or \$10.00 for every 15 minutes of search and/or review.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum charge of \$15.00 from any fee category.</li> </ul> <p>****No search fees are charged if the agency has not met the time limits in processing the request.</p>

## Fee Assessment Chart

Commercial Use Requesters	News Media, Non-commercial Scientific & Educational Institutions	"All Other" Requesters
<p><b>If more than 5,000 pages are necessary to respond to request, agency must:</b></p> <p><i>discuss with the requester how to limit the scope of the request (or, make not less than 3 good-faith attempts to do so).</i></p> <p>Once that outreach is completed, and agency confirms that it provided timely written notice of unusual circumstances, with all the required elements, it may assess search fees, in addition to duplication and review fees.</p> <p><b>If there are 5,000 pages or less</b> that are necessary to respond to the request, regardless of how long the search took, the prohibition on charging search fees applies.</p> <p>Agency may charge review and duplication fees, but not search fees.</p>	<p><b>If more 5,000 pages are necessary to respond to request, agency must:</b></p> <p><i>discuss with the requester how to limit the scope of the request (or, make not less than 3 good-faith attempts to do so).</i></p> <p>Once that outreach is completed, and agency confirms that it provided timely written notice of unusual circumstances, with all the required elements, it may assess duplication fees.</p> <p><b>If there are 5,000 pages or less</b> that are necessary to respond to the request the prohibition on charging duplication fees applies.</p> <p>No fees may be assessed for the request.</p>	<p><b>If more than 5,000 pages are necessary to respond to request, agency must:</b></p> <p><i>discuss with the requester how to limit the scope of the request (or, make not less than 3 good-faith attempts to do so).</i></p> <p>Once that outreach is completed, and agency confirms that it provided timely written notice of unusual circumstances, with all the required elements, it may assess search fees, in addition to duplication fees.</p> <p><b>If there are 5,000 pages or less</b> that are necessary to respond to the request, regardless of how long the search took, the prohibition on charging search fees applies.</p> <p>Agency may charge duplication fees, (after deducting 100 free pages and factoring in threshold), but not search fees.</p>