

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST

Please read instructions on reverse before completing form.

1. REQUEST NUMBER	2. TYPE OF REQUEST (X one)		3. DATE COMPLETED (YYMMDD)	
	a. INITIAL	b. APPEAL		
4. CLERICAL HOURS (E-9/GS-8 and below)	TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH		X \$ 12.00 =	*	
b. REVIEW/EXCISING			**	
c. CORRESPONDENCE AND FORMS PREPARATION				
d. OTHER ACTIVITY				
5. PROFESSIONAL HOURS (0-1 - 0-6/GS-9 - GS/GM-15)	TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH		X \$ 25.00 =	*	
b. REVIEW/EXCISING			**	
c. COORDINATION/APPROVAL/DENIAL				
d. OTHER ACTIVITY				
6. EXECUTIVE HOURS (0-7/GS/GM-16/ES 1 and above)	TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH		X \$ 45.00 =	*	
b. REVIEW/EXCISING			**	
c. COORDINATION/APPROVAL/DENIAL				
7. COMPUTER SEARCH	TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. MACHINE HOURS		X \$ 12.00 =	*	
b. PROGRAMMER/OPERATOR TIME			**	
(1) Clerical			\$ 25.00	*
(2) Professional			*	
8. OFFICE COPY REPRODUCTION	NUMBER (1)	RATE (2)	COST (3)	
a. PAGES REPRODUCED		X .15 =	*	
9. MICROFICHE REPRODUCTION	NUMBER (1)	RATE (2)	COST (3)	
a. MICROFICHE REPRODUCED		X .25 =	*	
10. PRINTED RECORDS	TOTAL PAGES (1)	RATE (2)	COST (3)	
a. FORMS		X .02 =	*	
b. PUBLICATIONS			*	
c. REPORTS			*	
11. COMPUTER COPY	NUMBER (1)	ACTUAL COST (2)	COST (3)	
a. TAPE		X =	*	
b. PRINTOUT			*	
12. AUDIOVISUAL MATERIALS	NUMBER (1)	ACTUAL COST (2)	COST (3)	
a. MATERIALS REPRODUCED		X =	*	

13. For FOI Office Use Only

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">a. SEARCH FEES PAID</td><td style="width: 50%; border: 1px solid black; height: 20px;"></td></tr> <tr><td>b. REVIEW FEES PAID</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td>c. COPY FEES PAID</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td>d. TOTAL PAID</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td>e. DATE PAID (YYMMDD)</td><td style="border: 1px solid black; height: 20px;"></td></tr> </table>	a. SEARCH FEES PAID		b. REVIEW FEES PAID		c. COPY FEES PAID		d. TOTAL PAID		e. DATE PAID (YYMMDD)		<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">f. TOTAL COLLECTABLE COSTS</td><td style="width: 50%; border: 1px solid black; height: 20px;"></td></tr> <tr><td>g. TOTAL PROCESSING COSTS</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr><td>h. TOTAL CHARGED</td><td style="border: 1px solid black; height: 20px;"></td></tr> <tr> <td>i. FEES WAIVED / REDUCED (X one)</td> <td style="border: 1px solid black; text-align: center;"> <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">Yes</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">No</td> </tr> </table> </td> </tr> </table> <p style="font-size: small;">* Chargeable to all requesters after application of all waiver criteria.</p>	f. TOTAL COLLECTABLE COSTS		g. TOTAL PROCESSING COSTS		h. TOTAL CHARGED		i. FEES WAIVED / REDUCED (X one)	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">Yes</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">No</td> </tr> </table>		Yes		No
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