

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 (O-1 - O-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 (O-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%;"> <tr><td>a. SEARCH FEES PAID</td><td style="width: 100px; height: 20px;"></td></tr> <tr><td>b. REVIEW FEES PAID</td><td style="width: 100px; height: 20px;"></td></tr> <tr><td>c. COPY FEES PAID</td><td style="width: 100px; height: 20px;"></td></tr> <tr><td>d. TOTAL PAID</td><td style="width: 100px; height: 20px;"></td></tr> <tr><td>e. DATE PAID (YYMMDD)</td><td style="width: 100px; 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%;"> <tr><td>f. TOTAL COLLECTABLE COSTS</td><td style="width: 100px; height: 20px;"></td></tr> <tr><td>g. TOTAL PROCESSING COSTS</td><td style="width: 100px; height: 20px;"></td></tr> <tr><td>h. TOTAL CHARGED</td><td style="width: 100px; height: 20px;"></td></tr> <tr> <td>i. FEES WAIVED / REDUCED (X one)</td> <td style="width: 100px; height: 20px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; 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="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> </tr> </table>		Yes	No
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