

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

**13. For FOI Office Use Only**

a. SEARCH FEES PAID		f. TOTAL COLLECTABLE COSTS	
b. REVIEW FEES PAID		g. TOTAL PROCESSING COSTS	
c. COPY FEES PAID		h. TOTAL CHARGED	
d. TOTAL PAID		i. FEES WAIVED / REDUCED (X one)	Yes No
e. DATE PAID (YYMMDD)			

\* Chargeable to all requesters after application of all waiver  
 \*\* Chargeable only to commercial requesters.

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