

## 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**

<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: 50%; text-align: center;">Yes</td> <td style="width: 50%; 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: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
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