



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



DEC 28 2004

OCIO DIRECTIVE 2005-002

To: Heads of Bureaus and Offices

From: *for* W. Hord Tipton
Chief Information Officer

Subject: Freedom of Information Act Search and Review Fees

Purpose:

This directive transmits the fee schedule the Department will charge for document search and review by clerical, professional, and managerial employees in accordance with the calendar year 2004 pay rates.

Background:

Under the Department's revised FOIA regulations (43 CFR Part 2, Appendix C (1)), FOIA search and review fees will be increased annually consistent with Congressionally approved pay increases. Due to the lengthy testing, verification, and implementation of the enhanced fee schedule in the electronic FOIA tracking system, the Department chose not to implement the new fees until October.

Scope:

The fees transmitted by this directive will be used by all Departmental bureaus and offices in processing requests under the FOIA. The latest search and review fees apply to FOIA requests received on or after October 1, 2004. If a FOIA request was received before October 1, 2004, the bureau or office will charge the requester according to the fee schedule that was in effect prior to October 1, 2004.

Time Frame:

Effective October 1, 2004, the Department of the Interior's search and review fees were increased in accordance with the calendar year 2004 pay rates.

Policy:

Bureaus and offices will charge search and review fees in accordance with the policies and procedures in the Department's FOIA regulations (43 CFR Part 2, Subpart C and Appendix C) and the attached fee schedules (also found at <http://www.doi.gov/foia>, under "What's New").

Contacts:

If you have any questions concerning this directive, please consult the FOIA Officer or Designated FOIA Attorney for your bureau/office. You also may contact Ms. Alexandra Mallus, the Departmental FOIA Officer, by telephone at (202) 208-5342, or by email at alexandra_mallus@ios.doi.gov, or Mr. Timothy E. Murphy, the Assistant Solicitor for General Legal Services, by telephone at (202) 208-5216.

Please assure that this directive is disseminated promptly to all employees involved with processing FOIA requests.

Attachment

cc: Bureau and Office FOIA Officers
Designated FOIA Attorneys

bcc: OCIO: Mallus
SOL-GL: Murphy
SOL-Admin: Strayhorn

FOIA Search and Review Fees

Fee Schedule for requests rec'd	Clerical GS-6, Step 5*	Professional GS-11, Step 7*	Managerial, GS-14, Step 2*
On/after 10/1/04	\$4.85	\$8.45	\$12.25
4/11/03 - 9/30/04	\$4.65	\$8.10	\$11.70
1/12/03 - 4/10/03	\$4.60	\$8.00	\$11.60
11/20/02 - 1/11/03	\$4.45	\$7.75	\$11.25
Before 11/20/02	\$2.30	\$4.65	\$4.65

***Fees charged per quarter hour.**

Clerical = All employees at GS-7 and below.

Professional = All employees at GS-8 thru 12.

Managerial = All employees at GS-13 and above.