United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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SEP 10 2010

OCIO DIRECTIVE 2010-012

To: Bureau and Office Chief Information Officers

From: Bernard J. Mazer
Chief Information Officer
Chief FOIA Officer

Subject: Freedom of Information Act (FOIA) Search and Review Fees

Purpose:

This directive transmits the fee schedule the Department charges for document search and review by clerical, professional, and managerial employees in accordance with calendar year 2010 hourly 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 pay increases approved by Congress for employees in the Washington, DC Metropolitan Area.

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 August 1, 2010. If a FOIA request was received before August 1, 2010, the bureau or office will charge the requester according to the fee schedule that was in effect prior to August 1, 2010.

Time Frame:

Effective August 1, 2010, the Department of the Interior's search and review fees were increased in accordance with calendar year 2010 hourly 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 schedule (also found at http://www.doi.gov/foia/fees.html).

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 Alexandra Mallus, the Departmental FOIA Officer, by telephone at (202) 208-5342 or by email at alexandra_mallus@ios.doi.gov; Rosemary Melendy by telephone at (202) 208-5412 or by email at rosemary_melendy@ios.doi.gov; or Tim Murphy, the Assistant Solicitor for General Legal Services, by telephone at (202) 208-5216.

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

Attachment—FOIA Search and Review Fees

cc: Bureau and Office FOIA Officers
Designated FOIA Attorneys
Bureau/Office Chief Information Officers