

Categories of Requesters

Commercial Use Request. This refers to a request from or on behalf of one who seeks information for a use or purpose that furthers the commercial, trade, or profit interests of the requester or the person on whose behalf the request is made. The fees applicable to a commercial use request are:

- (1) Search
- (2) Duplication
- (3) Review
- (4) Fee Waiver is not available

Educational Institution. This refers to a preschool, a public or private elementary or secondary school, an institution of undergraduate higher education, an institution of professional education, and an institution of vocational education that operates a program or programs of scholarly research. The fees applicable to an educational institution request are:

- (1) Duplication (only for copies in excess of 100 pages).
- (2) Fee Waiver is available.

Non-Commercial Scientific Institution. This refers to an institution that is not operated on a commercial basis as that term is referenced in "2-A" above, and which is operated solely for the purpose of conducting scientific research the results of which are not intended to promote any particular product or industry. The fees applicable to a non-commercial scientific institution are:

- (1) Duplication (only for copies in excess of 100 pages).
- (2) Fee Waiver is available.

Representative of the News Media. This refers to any person actively gathering news for an organized entity operated to publish or broadcast news to the public. The term "news" refers to information that is about a current event or that would be of current interest to the public. Examples of news media entities include television or radio stations broadcasting to the public-at-large, and publishers of periodicals (but only in those instances when they can qualify as disseminators of "news") who make their products available for purchase by the general public. Freelance journalists qualify for this category if they are able to demonstrate a solid basis for expecting publication. The fees applicable to representatives of the news media are:

- (1) Duplication (only for copies in excess of 100 pages).
- (2) Fee Waiver is available.

All Other Requesters. This refers to any request that does not meet the standards of the above-identified categories. The fees applicable to all other requesters are:

- (1) Search (only for search time in excess of two hours).
- (2) Duplication (only for copies in excess of 100 pages).
- (3) Fee Waiver is available.