



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

MAY 14 2003

OCIO BULLETIN 2003-009

To: Solicitor
Inspector General
Assistant Secretaries
Heads of Bureaus and Offices
Bureau and Office FOIA Officers
Designated FOIA Attorneys

From: W. Hord Tipton FOR: *Accepted 5/8*
Chief Information Officer

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

Purpose:

This bulletin transmits the fees that the Department will charge for document search and review by clerical, professional, and managerial employees in accordance with the calendar year 2003 pay rates as increased by the President.

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. Effective January 12, 2003, the Department of the Interior's search and review fees were increased in accordance with calendar year 2003 pay rates. On March 21, 2003, the President signed an Executive order that implemented an additional 1 percent pay increase for 2003 retroactive to January 12, 2003. Accordingly, the FOIA search and review fees for calendar year 2003 have been adjusted to reflect the new 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"). The latest search and review fees apply to FOIA requests received on or after April 11, 2003. Although the pay raise is retroactive, the Department will not reassess or recalculate fees for requests received prior to April 11, 2003. If a FOIA request was received before April 11, 2003, the bureau/office will charge the requester according to the fee schedule that was in effect prior to April 11, 2003.

Scope:

This bulletin applies to all Departmental bureaus and offices.

Timeframe:

This bulletin is effective immediately.

Contacts:

If you have any questions concerning this bulletin, 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, or Bob Moll, the Assistant Solicitor for General Legal Services, by telephone at (202) 208-5216.

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

Attachment

FOIA Search and Review Fees

(The following fees will be charged for requests received on or after April 11, 2003)

Category	Average Grade (43 CFR Part 2)	Charge per quarter hour or fraction thereof
Clerical (All employees at GS-7 and below)	GS-6, Step 5	\$ 4.65
Professional (All employees at GS-8 thru 12)	GS-11, Step 7	\$ 8.10
Managerial (All employees at GS-13 and above)	GS-14, Step 2	\$11.70

FOIA Search and Review Fees

(The following fees will be charged for requests received January 12, 2003 thru April 10, 2003)

Category	Average Grade (43 CFR Part 2)	Charge per quarter hour or fraction thereof
Clerical (All employees at GS-7 and below)	GS-6, Step 5	\$ 4.60
Professional (All employees at GS-8 thru 12)	GS-11, Step 7	\$ 8.00
Managerial (All employees at GS-13 and above)	GS-14, Step 2	\$11.60

FOIA Search and Review Fees

(The following fees will be charged for requests received November 20, 2002 thru January 11, 2003)

Category	Average Grade (43 CFR Part 2)	Charge per quarter hour or fraction thereof
Clerical (All employees at GS-7 and below)	GS-6, Step 5	\$4.45
Professional (All employees at GS-8 thru 12)	GS-11, Step 7	\$7.75
Managerial (All employees at GS-13 and above)	GS-14, Step 2	\$11.25

FOIA Search and Review Fees

(The following fees will be charged for requests received before November 20, 2002)

Category	Charge per quarter hour or fraction thereof
Clerical	\$ 2.30
Professional/ Managerial	\$4.65