

FREEDOM OF INFORMATION ACT FEE SCHEDULE

1. Charges for services rendered in response to information requests shall be as follows (not to exceed a maximum search fee per request as may be imposed by applicable law):
 - a. Record Searches:
 1. By Clerical Personnel (DS 1-8): No charge first hour, \$4.00 per 15 minutes thereafter;
 2. By Professional Personnel (DS 9-13): No charge first hour, \$7.00 per 15 minutes thereafter;
 3. By Executive Personnel (DS 14 and above): No charge first hour, \$10.00 per 15 minutes thereafter;
 - b. Copies made by photocopy machine: \$ 0.25 per page;
 - c. Charges for the initial review of documents, as permitted by applicable law, shall be assessed at the rate provided in subsections (a) and (b) above.
2. The direct cost of the services or materials to the government may be charged when a response to a request requires services or materials for which no fee has been established, but only if the requester has been notified of the cost before it is incurred.
3. Where an extensive number of documents is identified and collected in response to a request and the requester has not indicated in advance his or her willingness to pay fees as high as are anticipated for copies of the documents, the agency shall inform the requester that the documents are available for inspection and for subsequent copying at the established rate.
4. A charge of one dollar (\$1.00) shall be made for each certification of true copies of agency records.
5. Search costs, not to exceed any dollar limitation prescribed by the Schedule for each request, may be imposed even if the requested record cannot be located. No fees shall be charged for examination and review by an agency to determine whether a record is subject to disclosure.
6. To the extent permitted by applicable law an agency shall require that fees as prescribed by these rules be paid in full prior to issuance of requested copies.
7. Remittances shall be in the form either of a personal check or bank draft on a bank in the United States, or a postal money order. Remittance shall be made payable to the order of the District of Columbia General Fund and mailed or otherwise delivered to the Freedom of Information Officer or the head of the agency in the absence of a designated Freedom of Information Officer.
8. A receipt for fees paid shall be given only upon request. No refund shall be made for services rendered.
9. An agency may waive all or part of any fee when it is deemed to be either in the interest of the public or in the interest of the agency.
10. A requester seeking a waiver or reduction of fees shall provide a statement in his or her request letter explaining how the requested records will be used to benefit the general public.