



MEMORANDUM

DATE: July 3, 2018

SUBJECT: FOIA Request Charges for Employee Time

Effective July 3, 2018, the FOIA request charges for employee time for research will be as follows:

\$44.00 Per hour for Administrative Staff

\$60.00 Per hour for Management or Technical Staff

\$100.00 Per hour for Executive Staff

Research charges will be billed a minimum one hour and half hour increments thereafter.

If copies are requested, cost may be billed as followed:

- Color Copies: \$0.10 per page
- Black and White Copies: \$0.05 per page

Charges are subject to annual adjustment.