

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Arizona State Office
One North Central Avenue, Suite 800
Phoenix, Arizona 85004-4427

August 24, 2009

In Reply Refer To:
1270-2/1271 (9540) P
Supersedes IM AZ-2008-029

EMS TRANSMISSION 8/25/2009
Instruction Memorandum No. AZ-2009-024
Expires: When Superseded or Canceled

To: District Managers and Field Managers; Chief Information Officer (AZ9540)
Attention: Public Rooms

From: Deputy State Director, Division of Business and Support Services

Subject: Cost Recovery Fee Schedule for the Public

Purpose: This Instruction Memorandum (IM) transmits the revised Arizona Cost Recovery Fee Schedule to reflect increased Department of the Interior (DOI) search and review fees that went into effect on August 1, 2009.

Policy/Action: This IM cancels IM No. AZ-2008-029. All Bureau of Land Management (BLM) Arizona Public Rooms are to adopt the cost recovery fees shown in the attached schedule. Attachment 1 is the complete schedule of fees to charge when selling products or providing services through a BLM Public Room. Offices are required to post their fees for goods or services routinely provided through their Public Room; Attachment 2 is a sample list for posting, individual offices should revise this list to reflect items particular to that office.

Timeframe: Effective immediately.

Background: In accordance with 43 CFR Part 2, Appendix C(1), the DOI annually revises the cost recovery fees for search and review charged to the public. No other fees have been changed.

Manual/Handbook Sections Affected: BLM Handbook 1270-2 - Cost Recovery and BLM Manual 1271 - BLM Information Access Centers.

Contact: Toni Klimek, State Records Administration Team Lead, at 602-417-9364.

Signed by:
Raymond Suazo
DSD, Business & Support Services

Authenticated by:
Margaret Walker
Division Management Assistant

2 Attachments:

- 1 - [BLM - Arizona Cost Recovery Fee Schedule](#) (7 pp)
- 2 - [Sample Lists of Products to Post in Public Rooms](#) (2 pp)

BLM - ARIZONA			
COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
STANDARD COPIES 8½ x 11" up to 11 x 17"	\$0.13/page \$0.26 for double-sided	All paper copies, sized as shown, reproduced on a copy machine or computer printer.	Dept. Regulations 43 CFR Part 2, Appendix C.
STANDARD COPIES SCANNED, But Not Printed, SAVED TO CD	\$5.00/CD <u>or</u> Research time over 15 minutes + Actual cost of CD. (Whichever is greater – Minimum charge of \$5.00 per CD. This rate only applies to CDs created with this equipment).	Copies scanned into Xerox DocuTech 6100 and saved by Central Files onto a CD.	Research time is the manipulation of the information once it's scanned; i.e. sorting or "cleaning it up." Minimum charge for providing a CD does not apply to fiche, microfilm, or aperture card copies (see costs below).
FICHE COPIES, MICROFILM AND APERTURE CARD COPIES	\$1.10/page + \$1.00/CD (if saved on a CD)	All paper and electronic copies produced from micrographics reader/scanner/printer.	Includes e-mail of electronic copy. (CD \$0.49 + case \$0.41 + label \$0.10 = \$1.00.)
NON-STANDARD SIZED COPIES (Any size larger than Standard copies; i.e., copies from 2510, 2520 or 3001 sheet feed copier).	\$2.75/page	All oversized paper copies, produced on a copy machine.	Not used for copies produced on a plotter; see Plotter Product costs below.
COLOR COPIES 8½ x 11" 8½ x 14" up to 11 x 17"	\$0.90/page \$1.50/page	All paper copies reproduced on a color copier or color computer printer.	Dept. Regulations 43 CFR Part 2, Appendix C.

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
CUSTOM MAPS from COLOR COPIER/ PRINTER 8½ x 11” up to 11 x 17”	\$2.75/page	All “Maps on Demand” printed on a color copier or printer.	Cost for color printer or copier only; if printed on a plotter, see Plotter Product costs below.
ALL PLOTTER PRODUCTS	Paper copies: \$2.50 \$5.00 \$7.50 \$10.00 Mylar copies: \$5.33 \$10.66 \$16.00 \$21.33	Up to: 9 inches length 18 inches length 27 inches length 36 inches length Up to: 9 inches length 18 inches length 27 inches length 36 inches length	Fee scaled for every 9” of length printed; for sizes in excess of 36” add \$2.50 for every 9” increment. Fee scaled for every 9” of length printed; for sizes in excess of 36” add \$5.33 for every 9” increment.
XEROX 3060 or EQUIVALENT COPIES (i.e., 20 x 24”)	\$4.20/page	Paper copies produced on 24” or 36” roll feed paper.	All MTP and HIs, whether printed on a copier or plotter.
CADASTRAL SURVEY PLATS SCANNED, But Not Printed, SAVED TO DVD	\$2.00/DVD	Copies scanned from original plats.	
GEOGRAPHIC COORDINATE DATA BASE (GCDB) DATA SAVED TO DVD	\$2.00/DVD	Shape files, flat files, and documentation.	Covers all of Arizona.
FAX TRANSMISSIONS	\$1.10/page + Research time + Copy fee	Documents sent to customer via fax machine.	No charge for cover page.
APERTURE CARDS AND FICHE DUPLICATES	\$0.50/fiche	Sale of existing celluloid copies.	While supplies last.

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
MAPS (Published by other entities)	Various Prices	Maps produced by other agencies or the private sector (includes USGS maps).	Prices are set by the agency or entity that produces the map.
MAPS (1:100,000 Surface and Mineral Management Status)	\$4.00 (1-49 maps) \$2.40 (50 or more)	Volume discount applies to same or mixed map titles totaling 50 or more.	Volume discount applies to maps sold at BLM offices or BLM internet sites. (See WO IM 2002-126).
MAPS (Published by BLM)	\$4/map	All BLM maps sold to the public.	Arizona Access Guides, recreation, and similar maps.
BOOKS/GUIDES/POSTERS /PUBLICATIONS/etc. (Published by BLM)	Actual Costs Arizona examples: \$8.00 \$6.00	Arizona examples: Hiker's Guide to Paria Canyon. Arizona Strip Visitor Guide.	Actual cost to produce includes cost of printing, storage, and distribution only; cannot recover cost of product <u>creation</u> .

**BLM - ARIZONA
COST RECOVERY FEE SCHEDULE**

PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
<p>RESEARCH TIME</p> <p>Definition: Time spent by a BLM employee to conduct an examination or analysis of records necessary to locate specific records (or information) which has been requested by a member of the public. Includes automated data compilation and manipulation by a computer specialist to extract information.</p> <p><u>Assistance</u> Definition: Time spent by an employee providing information to the public regarding public land, mineral, survey matters, and general inquiries regarding all BLM programs. Time spent helping customers to locate records, to answer questions on how to read or interpret the information, to explain how to read or interpret information including assistance in the use of the computer for retrieval of information or creation of custom maps.</p>	<p>\$23.40/hour (\$5.85/quarter hour)</p> <p>\$40.80/hour (\$10.20/quarter hour)</p> <p>\$59.00/hour (\$14.75/quarter hour)</p> <p>No charge if under quarter hour search.</p> <p>No charge for <u>assisting</u> the public.</p> <p>No charge for <u>assisting</u> the public to do their own research.</p> <p>No charge if a record is not provided (i.e., no charge if the research does not produce a product).</p>	<p>Clerical (GS-1 through GS-7)</p> <p>Professional (GS-8 through GS-12)</p> <p>Managerial (GS-13 and above)</p>	<p>Charged when time exceeds 15 minutes (charge by 15 minute increments).</p> <p>Rates subject to change based on current pay scale; set by Dept. regulations 43 CFR Part 2, Appendix C. (Note: A separate IM is issued whenever these change).</p>

BLM - ARIZONA			
COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
<p>SEARCH TIME</p> <p>Definition: Time spent by a BLM employee to physically locate a record for a FOIA request.</p>	<p>\$23.40/hour (\$5.85/quarter hour)</p> <p>\$40.80/hour (\$10.20/quarter hour)</p> <p>\$59.00/hour (\$14.75/quarter hour)</p>	<p>Clerical (GS-1 through GS-7)</p> <p>Professional (GS-8 through GS-12)</p> <p>Managerial (GS-13 and above)</p>	<p>Depends on Fee Category of requester. When applicable, charged in 15 minute increments.</p> <p>Rates subject to change based on current pay scale; see Dept. regulations 43 CFR Part 2, Appendix C. (Note: Separate IM issued whenever these change).</p> <p>Can only be charged for FOIA requests.</p>
<p>REVIEW TIME</p> <p>FOIA Definition: Time spent by FOIA Coordinator and/or subject-matter specialist reviewing record for applicable FOIA exemptions and redactions.</p> <p>Certification Definition: Time spent by an employee with delegated authority to review records for verification and authenticated seal.</p>	<p>\$23.40/hour (\$5.85/quarter hour)</p> <p>\$40.80/hour (\$10.20/quarter hour)</p> <p>\$59.00/hour (\$14.75/quarter hour)</p>	<p>Clerical (GS-1 through GS-7)</p> <p>Professional (GS-8 through GS-12)</p> <p>Managerial (GS-13 and above)</p>	<p>Rates subject to change based on current pay scale; see Dept. regulations 43 CFR Part 2, Appendix C. (Note: Separate IM issued whenever these change.)</p> <p>Can only be charged for FOIA requests or certifying records.</p>
<p>CERTIFICATION OF RECORD</p>	<p>\$0.25/per certification seal</p> <p>+ Copy fees</p> <p>+ Review time</p>	<p>Certificate of verification and attached seal.</p>	<p>See rates for review time, charged in excess of 15 minutes, to compare and authenticate records.</p>

BLM - ARIZONA			
COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
WEB SITE INFORMATION AND DATA BASES PROVIDED FOR THE PUBLIC	No charge for viewing; cost recovery rates will apply to paper copies requested by the public. If request is for CD, see rates below.	Information and data bases, such as GCDB data or GIS data provided on web sites for the convenience of the public.	Offices may elect to place publicly available data bases on web sites for free public viewing if more cost effective than handling traditional requests for information.
REQUESTS FOR DATA/ INFORMATION FROM MICROCOMPUTERS OR OTHER COMPUTERS	Research time + Cost of media (\$1.00 if CD). + Copy fees, if applicable.	Time spent to manipulate and extract the information, plus actual cost of CD or other media, plus \$0.13 per page for any paper copies provided.	No charge for research time if less than quarter hour. (CD \$0.49 + case \$0.41 + label \$0.10 = \$1.00.)
LR 2000 REPORTS AND OUTPUT	\$0.75/page \$0.13/page \$0.13/page + Research time Research time + Actual cost of media (\$1.00 if CD).	Serial Register Pages (SRP). Standard reports/printouts (other than SRP). Non-standard (specially-formatted) reports/printouts created by BLM staff. Electronic copy output created by BLM staff.	All LR-2000 costs were established by WO IM No. 99-100, still in effect. (CD \$0.49 + case \$0.41 + label \$0.10 = \$1.00.)

BLM - ARIZONA COST RECOVERY FEE SCHEDULE			
PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
AERIAL PHOTOGRAPHS, ORTHOPHOTO QUADS, AND 7.5 MINUTE QUADS	Use the current USGS rate for 7.5 Minute Quads.		BLM will continue to coordinate with the USGS on the cost recovery rates for these products.
AMERICA THE BEAUTIFUL – THE NATIONAL PARKS AND FEDERAL RECREATIONAL LANDS PASS PROGRAM	\$80.00	Annual Pass	Valid for 1 year from month of issuance.
	\$10.00	Senior Pass	Lifetime. 62 & Older. Must be U.S. citizen or permanent resident.
	No Charge	Access Pass	Lifetime. Must be U.S. citizen or permanent resident. Apply in person. Show proof of disability.
	No Charge	Volunteer Pass	Accrue 500 hours of volunteer service. Valid for 1 year from month of issuance.
	No Charge	Hang Tag	1 with each valid pass.
	No Charge	Decal	Maximum 2 with a valid pass.
MAILING COSTS	Actual cost of special postage plus cost of mailing container.	Overnight, FedEx, UPS, or other special shipment.	Charges that exceed the cost of standard, first class postage.
\$3.00 MINIMUM COLLECTION	Offices may waive up to \$3.00 in cost recovery fees.	For requests received by mail, telephone, or fax.	Waiver cannot be applied to Declining Deposit Accounts (DDA). Applied at the discretion of the local office.

PRICES FOR MAPS AND OTHER PLOTTER-PRODUCED MATERIAL

Product	Size	Fees
Paper copies	Up to 9" length	\$2.50
	10" to 18" length	\$5.00
	19" to 27" length	\$7.50
	28" to 36" length	\$10.00
	Greater than 36" length	Add \$2.50 for every 9" increment
Mylar copies	Up to 9" length	\$5.33
	10" to 18" length	\$10.66
	19" to 27" length	\$16.00
	28" to 36" length	\$21.33
	Greater than 36" length	Add \$5.33 for every 9" increment

Associated Plotter Fees:

Research/

Programming Fee*

- Data manipulation by a computer/GIS specialist:
- Over 15 minutes: \$40.80 per hour (15 minute increments)
(\$10.20 per quarter hour)
- Under 15 minutes: No Charge / Free

Mailing Costs*

- Actual cost of special handling (i.e., overnight, FedEx, UPS, etc.) postage plus cost of mailing container.

IAC Assistance/

Search time

- No charge / Free

*Add to product total, when applicable

PRICES FOR OTHER SERVICES

Copies -

Standard (8½ x 11" up to 11 x 17")	\$0.13/page
Color Copies (8½ x 11")	\$0.90/page
Color Copies (8½ x 11" up to 11 x 17")	\$1.50/page
Non-Standard	\$2.75/page
Master Title Plats	\$4.20/page
Microfiche/Aperture Cards	\$1.10/page
LR-2000 Printouts:	
Standard Reports	\$0.13/page
Serial Register Page (SRP)	\$0.75/page

Cadastral Survey Plats DVD	\$2.00/each
GCDB Data DVD	\$2.00/each

Certification of Records -

Standard copy fees	\$0.13/page
PLUS Review time at current rate	Hourly Rate
PLUS Rubber stamp with signature and/ or Gold Seal with Cover Sheet	\$0.25/cert. \$0.25/cert.

Facsimile (Fax) Transmissions -

Standard copy fees	\$0.13/page
PLUS Research Time*	\$21.40/hour
PLUS Fax	\$1.10/page

America the Beautiful - The National Parks and

Federal Recreational Lands Pass Program -

Annual Pass (1 Yr/Month of Purchase)	\$80.00
Senior** (62 & Older)	\$10.00
Access Pass** (Proof of Disability)	No Charge
Volunteer Pass***	No Charge
Hang Tag (1/Pass); Decal (Max. 2/Passes)	No Charge w/Valid Pass

* Research time is charged in 15 minute increments; first 15 minutes are free.

** Lifetime. Must be U.S. Citizen or permanent resident to obtain these.

***Accrue 500 hours of volunteer service; Valid for 1 Yr/Month of Issuance.