

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Arizona State Office
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Phoenix, Arizona 85004-4427

August 2, 2010

In Reply Refer To:
1270-2/1271 (9540) P
Supersedes IM AZ-2010-010

EMS TRANSMISSION 8/02/2010
Instruction Memorandum No. AZ-2010-024
Expires: When Superseded or Canceled

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

From: Acting 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 updated costs for search/research and review time.

Policy/Action: This cancels IM No. AZ-2010-010. All Bureau of Land Management (BLM) Public Rooms and employees who provide goods or services subject to Cost Recovery Fees are to adopt the current costs listed in Attachment 1. All Public Rooms are required to post the fees charged for goods or services; Attachment 2 is a sample list for posting. Note: Individual offices may revise Attachment 2 to reflect items particular to that office.

Timeframe: Effective August 1, 2010.

Background: The Department of the Interior (DOI) recently changed the fees for time spent on Freedom of Information Act (FOIA) search and review. In accordance with DOI regulations at 43 CFR Part 2, Subpart B, the fees outlined in the FOIA regulations also apply to information and services routinely available to the public and sold through the Public Room.

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

Contact: Toni Klimek, State Records Administrator, at 602-417-9364.

Signed by:
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Acting DSD, Business & Support Services

Authenticated by:
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2 Attachments:

- 1 - [BLM - Arizona Cost Recovery Fee Schedule](#) (4 pp)
- 2 - [Lists of Products to Post in Public Rooms](#) (2 pp)

**BLM - ARIZONA
COST RECOVERY FEE SCHEDULE**

PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
\$3.00 MINIMUM COLLECTION	Waive Fees up to \$3.00	At discretion of local office.	Cannot apply to DDA (Declining Deposit Accounts)
COMPACT DISK (CD)	\$1.00 each		CD @ 49¢ + Case @ 41¢ + Label @ 10¢ = \$1.00
STANDARD COPIES 8½ x 11" up to 11 x 17"	\$0.13/page \$0.26 for double-sided	All paper copies, reproduced on a copier or printer.	43 CFR Part 2, Appendix C.
COLOR COPIES 8½ x 11" 8½ x 14" up to 11 x 17"	\$0.90/page \$1.50/page	Paper copies produced on a color copier/printer.	43 CFR Part 2, Appendix C.
STANDARD COPIES - SCANNED	\$0.13/page \$0.26 for double-sided + Cost of media	Paper originals scanned to e-files.	Per DOI FOIA Officer.
NON-STANDARD SIZED COPIES (Larger than 11 x 17")	\$2.75/page	All oversized copies.	Not plotter copies or MTPs and HIs; see below.
CUSTOM MAPS from COLOR COPIER/PRINTER	\$2.75/page	"Maps on Demand"	Color copier/printer only; see Plotter Products costs below.
XEROX 2080, 3060 or EQUIVALENT COPIES (i.e., 20 x 24")	\$4.20/page	Paper copies produced on 24" or 36" roll-feed.	All MTPs and HIs , whether printed on a copier or plotter.
ALL PLOTTER PRODUCTS	\$2.50/ 9" length \$5.33/ 9" length	Paper copies Mylar copies	Fee scaled for every 9" of length printed.
CERTIFICATION OF RECORD	\$0.25/per certification seal + Copy fees + Review time	Certificate of verification with attached seal.	See Review Time fees, below.
FAX TRANSMISSIONS	\$1.10/page + Research time + Copy fee	Documents sent to customer via fax machine.	No charge for cover page.

**BLM - ARIZONA
COST RECOVERY FEE SCHEDULE**

PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
MICROFILM AND APERTURE CARD COPIES	\$1.10/page + Cost of media	Micrographics reader/scanner/printer copies.	Paper and electronic copies; includes e-mail.
APERTURE CARDS AND MICROFICHE	\$0.50/fiche	Sale of existing celluloid copies.	While supplies last.
CADASTRAL SURVEY PLATS on DVD	\$2.00/DVD	Scanned from original plats.	
GCDB (GEOGRAPHIC COORDINATE DATA BASE) on DVD	\$2.00/DVD	Shape files, flat files, and documentation.	Covers all of Arizona.
MAPS (Published by other entities, including USGS maps)	Various Prices	Maps produced by other agencies or private sector.	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 of 50 or more.	Volume discount applies to maps sold at BLM offices or BLM internet sites.
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 \$8.00	Hiker's Guide to Paria Canyon	Actual cost to produce; cannot recover cost of product creation.
AERIAL PHOTOGRAPHS	Actual cost + \$10 service fee	Paper or digital copies from film roll negatives.	
ORTHOPHOTO QUADS, AND 7.5 MINUTE QUADS	Current USGS rate		BLM coordinates with USGS on costs.
INFORMATION FROM PUBLIC WEBSITES AND DATA BASES	No charge to view; copy fees for paper or electronic copies	Information from BLM public website.	Customer asks BLM (via visit/phone call) to make copies.
DATA/INFORMATION FROM BLM COMPUTERS	Research time + Cost of media + Copy fees	Manipulating and extracting information	No research charge if less than one-quarter hour.
MAILING COSTS	Actual postage + cost of container	Overnight, UPS, FedEx, etc.	Charges exceeding first class postage cost

**BLM - ARIZONA
COST RECOVERY FEE SCHEDULE**

PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
<p>LR 2000 REPORTS AND OUTPUT</p>	<p>\$0.75/page</p> <p>\$0.13/page</p> <p>\$0.13/page + Research time</p> <p>Research time + Cost of media</p>	<p>Serial Register Pages (SRP)</p> <p>Standard reports/printouts (other than SRP)</p> <p>Non-standard (special-format) reports/printouts created by BLM</p> <p>Electronic copy created by BLM</p>	<p>All LR-2000 costs were established by WO IM No. 99-100, still in effect.</p>
<p>RESEARCH TIME</p> <p><u>Definition:</u> Time a BLM employee spends to conduct an examination or analysis of the records to locate specific records or information which has been requested by a member of the public; includes automated data compilation and manipulation to extract requested information.</p> <p><u>Assistance Definition:</u> Time a BLM employee spends to provide information or answer general inquiries for the public about BLM programs; help the customer/public do their own research and/or locate records; answer questions on reading or interpreting information; and provide help to customers on using BLM computer to create custom maps or retrieve information.</p>	<p>\$24.00/hour (\$6.00/quarter hour)</p> <p>\$42.00/hour (\$10.50/quarter hour)</p> <p>\$60.00/hour (\$15.00/quarter hour)</p> <p>No charge if under one-quarter hour</p> <p>No charge for <u>assisting</u> the public</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 quarter hour increments, or fraction thereof).</p> <p>Rates subject to change based on current pay scale; set by 43 CFR Part 2, Appendix C.</p> <p>No charge if a record is not provided (i.e., no charge if the research does not produce a product).</p>

**BLM - ARIZONA
COST RECOVERY FEE SCHEDULE**

PRODUCT/SERVICE	CURRENT RATE	DESCRIPTION	COMMENTS
SEARCH TIME Only for FOIA Requests <u>Definition:</u> Time BLM employee spends to physically locate a record for a FOIA request; includes time spent doing page-by-page search through a case file to locate specified record(s).	\$24.00/hour (\$6.00/quarter hr)	Clerical (GS-1 through GS-7)	Depends on Fee Category of requester. When applicable, charged in 15 minute increments, or fraction thereof.
	\$42.00/hour (\$10.50/quarter hr)	Professional (GS-8 through GS-12)	
	\$60.00/hour (\$15.00/quarter hr)	Managerial (GS-13 & above)	43 CFR Part 2, Appendix C.
REVIEW TIME Only for FOIA Requests or Record Certification <u>FOIA Definition:</u> Time FOIA Coordinator and/or Subject-Matter Expert spends to review records for FOIA exemptions and make redactions. <u>Certification Definition:</u> Time employee (with delegated authority) spends reviewing records to verify and authenticate with seal.	\$24.00/hour (\$6.00/quarter hr)	Clerical (GS-1 through GS-7)	Depends on Fee Category of requester; only applies to Commercial-Use FOIA requesters.
	\$42.00/hour (\$10.50/quarter hr)	Professional (GS-8 through GS-12)	
	\$60.00/hour (\$15.00/quarter hr)	Managerial (GS-13 and above)	Charged in 15 minute increments, or fraction thereof. 43 CFR Part 2, Appendix C.
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 (62+)	Lifetime; U.S. citizen or permanent resident.
	No Charge	Access Pass	Lifetime; U.S. citizen or permanent resident. Apply in person/show proof of disability.
	No Charge	Volunteer Pass (Accrue 500 hrs of volunteer svc)	Valid for 1 year from month of issuance.
	No Charge	Hang Tag	1 with each valid pass.
	No Charge	Decal	Maximum 2/pass.

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: \$42.00 per hour (15 minute increments)
(\$10.50 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" to 11 x 17")	\$0.13/page
Color Copies (8½ x 11")	\$0.90/page
Color Copies (8½ x 14" to 11 x 17")	\$1.50/page
Non-Standard (over-sized)	\$2.75/page
Master Title Plats (MTPs)	\$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 on DVD	\$2.00/each
GCDB Data on 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*	\$23.40/hour
PLUS Fax	\$1.10/page

America the Beautiful - The National Parks and

Federal Recreational Lands Pass Program -

Annual Pass (1 Yr/from 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 charged in 15 minute increments; less than 15 min. is free.

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

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