

# United States Department of the Interior

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

April 12, 2010

In Reply Refer To:  
1270-2/1271 (9540) P  
Supersedes IM AZ-2009-024

Superseded by IMAZ-2010-024

EMS TRANSMISSION 4/14/2010  
Instruction Memorandum No. AZ-2010-010  
Expires: When Superseded or Canceled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 current costs in effect.

**Policy/Action:** This cancels IM No. AZ-2009-024 (and Change 1). 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:** The Washington Office (WO) recently issued an updated Cost Recovery Fee Schedule through IM No. 2010-078 prompting a comparison and review of the Arizona policy.

**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:  
Joan B. Losacco  
Acting DSD Business & Support Services

Authenticated by:  
Margaret Walker  
Division Staff Assistant

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**

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

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<b>PRODUCT/SERVICE</b>	<b>CURRENT RATE</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
<b>MICROFILM AND APERTURE CARD COPIES</b>	\$1.10/page + Cost of media	Micrographics reader/scanner/printer copies.	Paper and electronic copies; includes e-mail.
<b>APERTURE CARDS AND MICROFICHE</b>	\$0.50/fiche	Sale of existing celluloid copies.	While supplies last.
<b>CADASTRAL SURVEY PLATS on DVD</b>	\$2.00/DVD	Scanned from original plats.	
<b>GCDB (GEOGRAPHIC COORDINATE DATA BASE) on DVD</b>	\$2.00/DVD	Shape files, flat files, and documentation.	Covers all of Arizona.
<b>MAPS (Published by other entities, including USGS maps)</b>	Various Prices	Maps produced by other agencies or private sector.	Prices are set by the agency or entity that produces the map.
<b>MAPS (1:100,000 Surface and Mineral Management Status)</b>	\$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.
<b>MAPS (Published by BLM)</b>	\$4/map	All BLM maps sold to the public.	Arizona Access Guides, recreation, and similar maps.
<b>BOOKS/GUIDES/POSTERS /PUBLICATIONS/etc. (Published by BLM)</b>	Actual Costs  \$8.00	  Hiker's Guide to Paria Canyon	  Actual cost to produce; cannot recover cost of product creation.
<b>AERIAL PHOTOGRAPHS</b>	Actual cost + \$10 service fee	Paper or digital copies from film roll negatives.	
<b>ORTHOPHOTO QUADS, AND 7.5 MINUTE QUADS</b>	Current USGS rate		BLM coordinates with USGS on costs.
<b>INFORMATION FROM PUBLIC WEBSITES AND DATA BASES</b>	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.
<b>DATA/INFORMATION FROM BLM COMPUTERS</b>	Research time + Cost of media + Copy fees	Manipulating and extracting information	No research charge if less than one-quarter hour.
<b>MAILING COSTS</b>	Actual postage + cost of container	Overnight, UPS, FedEx, etc.	Charges exceeding first class postage cost

**BLM - ARIZONA  
COST RECOVERY FEE SCHEDULE**

<b>PRODUCT/SERVICE</b>	<b>CURRENT RATE</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
<b>LR 2000 REPORTS AND OUTPUT</b>	\$0.75/page	Serial Register Pages (SRP)	All LR-2000 costs were established by WO IM No. 99-100, still in effect.
	\$0.13/page	Standard reports/printouts (other than SRP)	
	\$0.13/page + Research time	Non-standard (special-format) reports/printouts created by BLM	
	Research time + Cost of media	Electronic copy created by BLM	
<b>RESEARCH TIME</b>  <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.  <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.	\$23.40/hour (\$5.85/quarter hour)	Clerical (GS-1 through GS-7)	Charged when time exceeds 15 minutes (charge by quarter hour increments).  Rates subject to change based on current pay scale; set by 43 CFR Part 2, Appendix C.  <b>No charge</b> if a record is not provided (i.e., no charge if the research does not produce a product).
	\$40.80/hour (\$10.20/quarter hour)	Professional (GS-8 through GS-12)	
	\$59.00/hour (\$14.75/quarter hour)	Managerial (GS-13 and above)	
	<b>No charge</b> if under one-quarter hour  <b>No charge</b> for <u>assisting</u> the public		

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<b>PRODUCT/SERVICE</b>	<b>CURRENT RATE</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
<b>SEARCH TIME</b> <b>Only for FOIA Requests</b> <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).	\$23.40/hour (\$5.85/quarter hour)	Clerical (GS-1 through GS-7)	Depends on Fee Category of requester. When applicable, charged in 15 minute increments.  43 CFR Part 2, Appendix C.
	\$40.80/hour (\$10.20/quarter hour)	Professional (GS-8 through GS-12)	
	\$59.00/hour (\$14.75/quarter hour)	Managerial (GS-13 & above)	
<b>REVIEW TIME</b> <b>Only for FOIA Requests or Record Certification</b> <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.	\$23.40/hour (\$5.85/quarter hour)	Clerical (GS-1 through GS-7)	Depends on Fee Category of requester; only applies to Commercial-Use FOIA requesters.  Charged in 15 minute increments.  43 CFR Part 2, Appendix C.
	\$40.80/hour (\$10.20/quarter hour)	Professional (GS-8 through GS-12)	
	\$59.00/hour (\$14.75/quarter hour)	Managerial (GS-13 and above)	
<b>AMERICA THE BEAUTIFUL – THE NATIONAL PARKS AND FEDERAL RECREATIONAL LANDS PASS PROGRAM</b>	\$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: \$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" 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 U.S. Citizen or permanent resident to obtain.

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