Form 1221-2
(June 1969)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release 1-1643

Date 11/22/94

Subject

1270-2 - COST RECOVERY

1. Explanation of Material Transmitted: This Manual Section describes the policy and authorities for implementing the BLM's cost recovery program. This Manual establishes the responsibilities, requirements, and standards used by BLM program offices to recover the costs associated with reproducing BLM information products or services from manual and automated records.

2. Reports Required: None.

3. Materials Superseded: IM 93-160 and IM 93-160, Change 1 are superseded by this release. No other directives are superseded.

REMOVE:	INSERT:
Appendix 1, (Rel. 1-1630)	Appendix 1
(Total: 3 Sheets)	(Total: 3 Sheets)

Roger C. Hildebrandt

Acting Assistant Director, Business and Fiscal Services

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None	1270-2
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Terrence F. Call

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Assistant Director, Management Services
Acting

1270-2 - COST RECOVERY

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1270-2 - COST RECOVERY

.01 Purpose. This manual section provides policy and guidance for the implementation of the Bureau of Land Management's (BLM's) cost recovery rates, and establishes a consistent and equitable Bureauwide standard for all fees collected for products and services provided to Federal and non-Federal users.

.02 Objectives. The objectives are to provide policy and guidance for recovering costs for information products or services provided by the BLM offices. Specific objectives are:

A. Follow Office of Management and Budget (OMB) Circular A-130 policy direction.

B. Establish Bureauwide cost recovery reporting requirements.

C. Establish rates for BLM products and services.

.03 Authority. Includes appropriate definitions for cost recovery.

A. Legislation.

1. Paperwork Reduction Act of 1980, 44 U.S.C. Chapter 3501. The Paperwork Reduction Act requires reducing the burden and costs associated with collecting, using, and disseminating information and promoting better management of information resources.

2. Paperwork Reduction Reauthorization Act of 1986, 44 U.S.C. Section 35.

3. Title 43 U.S.C. Section 1460, Copy Fees. Establishes the authority to collect copy fees for providing copies of documents.

4. Independent Offices Appropriation Act of 1952, 31 U.S.C. Section 9701. User Charge Statute. Authorizes Federal agencies to charge a fee for services or benefits provided to beneficiaries.

5. Distribution and Sale of Public Documents, 44 U.S.C. Section 17. Provides procedures for the distribution and dissemination of documents/records/data. This statute applies only for printing.

6. Freedom of Information Act (FOIA) of 1966, 5 U.S.C. 522, as amended. Establishes the right of citizens to request information, and provides procedures for the disclosure of certain information.

7. Federal Records Management Amendments of 1976, 44 U.S.C. Section 29. Provides standards and procedures for Federal records management.

8. Copyrights Act of 1976, 17 U.S.C. Section 101 et seq., as amended by PL 96-517. Allows copyrighting computer software and documentation. Makes it unlawful to make a copy or reproduce without permission of the owner. Software developed by Federal Government employees in the process of their normal work is not protected under this Act.

9. Title 43 CFR Part 2, Appendix A, and 2.20. Department of the Interior Fee Guidance.

B. Office of Management and Budget (OMB) Circulars.

1. No. A-25, Users Charges. Requires collection of information pertaining to costs for specific categories of services and activities. Provides guidance to Federal agencies on implementing User Charge Statutes.

2. No. A-76, Performance of Commercial Activities. Provides requirements for identifying and controlling information resource costs.

3. No. A-130, Management of Federal Information Resources (as amended 1993). Establishes policy for the management of Federal information resources.

C. Departmental Manuals.

1. Title 436 DM 1.1 through 4.10, Financial Management. Provides requirement to collect direct and indirect costs through a fee, rate or price (pursuant to an established schedule) for benefits or privileges provided to an identifiable non-Federal recipient beyond those which accrue to the public at large.

2. Title 383 DM 15-Chapter 4, Freedom of Information. Provides policies and procedures for assessing fees and fee waivers for FOIA requests.

3. Title 376 DM 6, ADP Cost Accounting, Cost Recovery and Sharing. Requires (unless otherwise directed by statute or authority) a fee which recovers the cost for services that provide special benefits or privileges to an identifiable non-Federal recipient above and beyond those which accrue to the public at large. This manual section also requires that cost data be accumulated in the formal accounting system or that cost finding techniques be documented as part of the official accounting records.

4. Title 338 DM 1.4, Cash Management. Provides policy and procedures for the billing and collection of payments.

.04 Responsibility.

A. Director and Deputy Director are responsible for cost recovery policy in BLM's programs that collect fees for products or services provided to Federal and non-Federal user/clients. This policy is delegated to all Assistant Directors (AD's) to assure consistant cost recovery guidance.

B. Assistant Directors are responsible for assisting in assuring that current and future fees charged and collected from Federal and non-Federal users meet all cost recovery and cost accountability requirements. The AD's must provide guidance to their program area to assure consistant BLM procedures for information dissemination and cost recovery.

C. Assistant Director, Management Services is responsible for ensuring that cost recovery guidance is applied in accordance with Federal statutes and OMB guidance.

D. Chief, Division of Information Resources Management, is responsible for ensuring that an effective and efficient cost recovery program is developed, managed, evaluated, and disseminated to the field.

E. State Directors, Service Center Director, and National Interagency Fire Center Director are responsible for managing BLM's cost recovery policies and procedures within their jurisdictions.

F. Bureau Records Administrator is responsible for the development and implementation of Bureau policies, procedures, and guidelines relating to cost recovery.

G. State Records Administrators are responsible for implementing cost recovery and information dissemination policies and procedures within their jurisdictions. Records Administrators are responsible for distributing and applying cost recovery rates.

H. BLM Information Access Center/Public Room Personnel are responsible for using established cost recovery rates. Public Room Personnel, and in some offices personnel in Accounts and Receiving, will be responsible for recording the dissemination of products.

I. BLM Supervisors are responsible for assuring that their subordinates: (1) have the latest Bureauwide Fee Schedule; (2) are knowledgeable of cost recovery guidance; and (3) follow the procedures in providing information to the public.

J. BLM Employees, including program specialists at all levels of the organization, are responsible for adhering and following established cost recovery policy and procedures.

.05 References.

A. BLM Manual Section 1270, Records Administration.

B. BLM Manual Section 1270-1, Electronic Records Administration.

C. BLM Manual Section 1270-3, BLM Information Access Center.

D. BLM Manual Section 1272, Records and Information Life Cycle Management.

E. BLM Manual Section 1278, External Access to BLM Information.

F. BLM Manual Section 1372, Collections.

G. BLM Manual Section 1385, Imprest Funds.

.06 Policy. As part of information management, the BLM's policy is to establish rates to recover information dissemination costs when providing records and services to Federal and non-Federal users. BLM will establish consistent and equitable Bureauwide fees for products and services provided to Federal and non-Federal users by all BLM employees.

.07 File and Records Maintenance. All cost recovery records and data will be managed according to established records retention and disposal policies. See BLM Manual 1272, Records and Information Life Cycle Management for policy and procedures. BLM Manual 1372, Collections, provides guidance for collections records. See General Records Schedule 6 for disposition of copy fee records and Schedule 16 for disposition of files on cost recovery on data collection.

.08 Relationship With BLM Programs. Cost recovery applies to different types of BLM activities. For instance, costs can be recovered providing copies in response to Freedom of Information Act (FOIA) requests, Privacy Act requests, contracts, assistance agreements, and general written and personal requests to BLM Information Access Centers/Public Rooms. Cost recovery and managing external access to BLM records are inseparable issues. In providing external access to Bureau records on all media, the Bureau will:

A. Provide a high level of public service and access to all Bureau records and information in keeping with the spirit of Federal access laws.

B. Maintain traditional public room access to Bureau records to the greatest extent possible.

C. Share and exchange Bureau records to the maximum extent possible in the spirit of cooperation with external entities.

D. Provide for access to Bureau records and use of standardized full cost recovery charges consistent with OMB Circular A-130.

E. Provide maximum flexibility to BLM offices to manage access to BLM records.

1270-2 COST RECOVERY

.1 Introduction. Beginning with the days of the General Land Office, BLM has assumed a rather passive role regarding access to our information. BLM has created only that information that has been necessary to carry out our mission. The Bureau has traditionally made valuable land, mineral, and other resource information available in hard copy form primarily via our public rooms. These records are available for free public viewing and copies of various records can be purchased. Over the years, the Bureau has fostered a positive image for information access, primarily through its Public Rooms. Automating Bureau information will have a major impact on the organization. As far as availability of information to external parties is concerned, this automation effort provides an opportunity for the BLM's mission to expand to new horizons. Organizational emphasis could shift from the traditional passive "access" role held since the General Land Office days to a more active role of "disseminator" or "developer" of valuable lands, minerals, and resource information products.

.2 Legal Authority for Cost Recovery. Agencies must have statutory authority that establishes the agency's mission and authorizes the agency to conduct all facets of its business. The copy fee statute, 43 U.S.C. 1460, authorizes the agency to collect the costs incurred in providing copies of records. Title 43 CFR Part 2, Appendix A, and 2.20 authorizes the agency to collect charges when the FOIA is invoked. According to OMB guidance on Management of Federal Information Resources (Circular A-130), July 2, 1993, 58 Fed. Reg., No. 126, 36068, user charges for information dissemination shall recover no more than the cost of dissemination, unless an agency has statutory requirements to the contrary. The cost of dissemination does not include the cost of collecting and processing the information. BLM's statutory authority provides for charges for the actual cost of dissemination, and current policies and rates reflect this requirement. OMB Circular A-25 contains specific guidelines on the scope and types of activities subject to user charges and the basis upon which user charges are to be set. OMB Circular A-130 clarifies the policy of Circular A-25 as it applies to information dissemination products by limiting user charges to the cost of dissemination.

.3 Records Access Categories. (See BLM Manual Section 1278 for detailed information.) Based on requirements established by the Freedom of Information Act (FOIA), the Privacy Act (PA), and other statutes that apply, all Federal agencies are required to make certain information available for public inspection, and to protect other information exempt from disclosure to the public. It is the policy of BLM to make records available to the public to the greatest extent possible, in keeping with the spirit of the FOIA, while at the same time protecting sensitive information. When a discretionary exemption can be applied under the FOIA, the information will be presumed releasable unless a specific harm to Government operations or personal privacy can be identified. Based on these records administration statutes, all BLM information is reviewed and segregated into one of three records categories as follows:

.31 BLM Public Records - Category 1. Public Records are those BLM records for which the entities outside of BLM have the right to view/inspect without charge. These records have traditionally included such paper records as case files, maps, patents, and surveys. Records in this category are not required to be physically maintained in the BLM Information Access Center/Public Room; however, they must be available (brought to the BLM Information Access Center/Public Room) to view/inspect upon request. The four BLM electronic systems that contain public records, and are currently accessible for on-line viewing in BLM Information Access Centers/Public Rooms at no cost are: (1) Case Recordation; (2) On-line Record Case Access System (ORCA); (3) Records System Release 1.0 also known as Interim Land Information System (ILIS) in Alaska; and (4) Mining Claim Recordation. Copies of printouts from the automated systems listed in Records Access Category 1 are available at cost recovery rates through BLM Information Access Centers/Public Rooms. Copies of these automated databases are available to the public.

.32 Discretionary Records - Category 2 (Electronic Records and Outputs and State-specific information determined releasable to the public). The records placed in this Discretionary Records Category are records which BLM has chosen to make available to the public at the cost recovery rates in Appendix 1, Cost Recovery Fee Schedule (as opposed to the free-for-view records in Category 1). The electronic records in this category are made available to the public for on-line viewing at cost recovery rates, at the discretion of the State Director and if the BLM office has the capability. Printouts also may be viewed or purchased at current cost recovery rates. In cases where records in Category 3 have been determined by the State or Center Director to contain no information protected by a FOIA exemption (or by other statute), these records can be placed on the Discretionary Category 2 list.

.33 Non-Public Records - Category 3 (Limited Access Records). These records include all records not designated as publicly available in categories 1 and 2. Records are placed in this category because: (1) A FOIA exemption may apply to all or portions of the record; (2) the Privacy Act is applicable; and (3) internal administrative records that have little or no public interest. These records may be accessed through a FOIA request or with a data sharing agreement.

.4 BLM Information Access Center/Public Room Fees/Payments. Authority to charge for copies of any official books, records, papers, documents, maps, plats or diagrams within the custody of BLM is provided in 43 U.S.C. 1460. BLM may charge the sum equal to the cost of production plus the cost of administrative services involved in handling the records for the purpose of providing copies. BLM's Cost Recovery Program ensures that the BLM's charging system is equitably based on the costs of providing products and services to the public. Fees will only be recovered for the actual costs associated with providing access. All BLM offices will utilize the established Bureauwide rates (see Appendix 1, Cost Recovery Fee Schedule).

.41 Products. The following types of products are subject to cost recovery (see Appendix 1, Cost Recovery Fee Schedule): (NOTE: Fees are not based on the record requested, e.g., patents, but on the medium/equipment used to produce the copy).

A. Paper Copies. All paper copies reproduced on a copy machine, including standard size copies (8 1/2" x 11" to 8 1/2" x 14") and non-standard size copies (any size larger than standard copies).

B. Microform Copies. Paper copies created from microforms.

C. Microform Duplicates. Microform duplicate from microform originals.

D. Computer Printouts, BLM Information Access Center/Public Room. Printouts generated in BLM Information Access Centers/Public Rooms include Serial Register Pages and other on-line reports from Case Recordation/ORCA, Records System Release 1.0, and Mining Claim Recordation.

E. Maps. Includes scale (1:100,000; 1:500,000, etc.), color (4-color, black and white, etc.), and method of production or duplication (photographic, xerographic, etc.). Costs spent designing and preparing a map are not to be considered part of cost recovery; only the cost for production, storage, and distribution.

F. Patents (Eastern States Office (ESO) Only). Includes all research, duplication, and delivery times for each patent provided from the existing original patent volumes. Costs incurred by the automated General Land Office Project to provide copies of patents should be tracked separately.

.42 Services. The following services are subject to cost recovery:

A. Fax Transmissions. Documents sent via Facsimile machines. Offices may establish their own policy limiting the number of pages per transmission (e.g., five pages based on equipment location and performance, personnel time, and other). BLM equipment is for BLM use only. The public is prohibited from utilizing BLM equipment unless it is BLM business related (e.g., transmitting a product to a requestor or receiving a BLM business related communication, e.g. request for copies of records).

B. Research. Research time (for non-FOIA requests) includes situations where a BLM employee actually conducts an examination or analysis of records necessary to locate specific information/record which has been requested by a member of the public. It does not include general guidance that may be provided to assist and enable a member of the public to conduct the research themselves or time spent with the public in interpreting regulations, looking at maps, or other public relations type work. All of these actions are defined as assistance. Statute 43 U.S.C. 1460 is the Department of the Interior's authority for recovering the cost of production of copies plus the administrative costs, including research time involved in handling the records when copies are provided. No fees can be charged if, in the conduct of research, no records are located and/or no copies are provided. See Appendix 1, Cost Recovery Fee Schedule, for search and review charges for FOIA requests. The Office of Management and Budget Circulars A-25 and A-130 provide guidelines on how to implement charges for services and providing the dissemination of information. Research time is free up to 15 minutes per request. Time expended for research in excess of 15 minutes will be charged if a document or record is located and provided.

C. Formatting Requests. Offices are not required to furnish and supply special formatting in the delivery of data to the public. However, if a State, the SC, NIFC or the WO chooses to perform those services, they must be consistent among requests received by the State. Information may be requested in raw data file format or in special formats. The term "no formatting" refers to the raw data file. The term "special formatting" refers to the manipulation of data, i.e., a specialized report generated by an ad hoc query with results downloaded to either paper or stored on a magnetic media. Separate cost recovery fees apply.

1. Requests for Public Records on Special Media. Field offices may receive requests for public records to be provided in electronic format or on special media. It is the discretion of the office receiving the request to comply to such a request, and cost recovery guidelines would apply. Because of various impacts associated with providing records in special mediums or providing enhanced records, BLM offices must take into consideration the following: (a) enhanced electronic record capabilities may be time consuming and costly to BLM. Offices must weigh the request against their existing workload and ability to produce the product; (b) photocopying large volumes of material may be more costly, and (c) offices must be consistent, once this information is provided in a particular format. A precedence may be set when special processing is provided and all other requests for identical products must then be similarily honored.

D. Access to Spatially Derived Public Information. States, SC, NIFC, and WO shall develop policies for the production and distribution of spatially derived information products. Spatially derived information includes Geographic Information Systems (GIS), satellite imagery, autocad, cadastral plats, aerial photography, video imagery, scanned graphics, and video tapes. Requests for spatially derived information may or may not originate in the BLM Information Access Centers/Public Rooms. Employees at any level of the organization may receive a request for spatially derived information products. It is BLM's policy to create a means of fair and equal access to these information products. Local policies for production and distribution of these products must be consistent, and appropriate cost recovery applied.

E. Certification of Records. Copies of records are certified only upon request. The certification process involves certifying and embossing the official Bureau seal to attest that the document is an exact copy of an official BLM record (43 U.S.C. 1462). This certification does not attest to the accuracy of information contained therein. The fee for certification of records is $0.25 per certification, plus the normal fees for record reproduction (43 U.S.C. 1460, Appendix A, Part 2). There shall be no charge for the certification of copies required for official use by the officers of any branch of the Government (43 U.S.C. 1460). (See BLM Manual Section 1270-3 BLM Information Access Center for more information on Certifications.)

F. Notary Service. Certification of records provides the public with copies of official agency documents. Agencies are not required or authorized to notarize documents. If BLM requires a document to be notarized before filing, BLM can notarize without charge.

G. Subscriptions to BLM Records. Requesters may subscribe or make ongoing requests for BLM publicly available records on any media available through BLM Information Access Centers/Public Rooms. These subscriptions should be documented in writing. Subscriptions should also be used to document remote on-line services. These services are subject to cost recovery using a declining deposit account for subscriptions.

.43 Costs Not Tracked. Time spent assisting the public in interpreting maps, regulations, visitor sites, and case files is **not** included as a part of cost recovery. The cost for certifications is established by statute. As a result, time spent completing certifications are **not** tracked. The costs associated with duplicating and distributing the oil and gas sale and results lists, and disseminating other agency produced maps will **not** be tracked. See BLM's cost recovery schedule for these rates.

.44 Collection of Cost Recovery Fees. Providing copies of records in advance of payment, i.e., on a credit basis, to the general public is not allowed. See BLM Manual Section 1278 and A.2. of this Manual Section for requests for publicly available records invoking the Freedom of Information Act (FOIA). Payment of fees made by check or money order should be made payable to: Department of the Interior (DOI), BLM. Credit cards are also accepted where the capability exists, as well as cash. (See BLM Manual Section 1372, Collections, for information on Declining Deposit Accounts.) Other Federal, State, and local agencies may be billed (see BLM Manual Section 1371, Billings). The BLM will retain all fees recovered from providing copies of records in BLM's copy fee account. (See Appendix 1, Cost Recovery Fee Schedule, for current cost recovery fees.)

A. Exceptions.

1. Fee Waivers.

a. Where specific BLM regulations allow the dissemination of copies without a charge, the provisions of the regulation should be followed. Additional copies requested outside the BLM regulations will be subject to the BLM's cost recovery rates. For examples see 43 CFR 1610.2(g).

b. Discretion should be used in determining whether or not to charge fees to other Federal, State, and local Government entities for copies/access to BLM records available in BLM Information Access Centers/Public Rooms. This will be based on an analysis of mutual benefit (also see procedures for agreements to share data in BLM Manual Section 1278, External Access to BLM Information).

c. Considering cost/benefits, fees may be waived for mail, telephone, or fax requests if the total charge is $3.00 or less. If the requestor has a declining deposit account the waiver would not apply. District and Resource Area Offices may apply this discretionary fee waiver based on the volume of copy fees collected and the associated costs of processing these collections. For example, weekly deposits requiring the purchase of a money order for transmitting collections (BLM Manual 1372.73B1).

d. Mailing Costs--Postage fees, based on Postal Service rates, plus costs for containers and costs for special mailings (e.g., express mail) will be collected for non-FOIA requests for records. See 43 CFR Part 2, Appendix A, and 2.20 for FOIA rates.

2. Freedom of Information Act Requests for Publicly Available (Category 1 and Category 2) Records. Should external entities choose to request these records under the FOIA, BLM must process those requests using FOIA procedures. (See 43 CFR Part 2, Appendix A, and 2.20.) Title 43 CFR Part 2, Appendix A(2) states that costs for documents requiring special handling will be based on direct costs of reproducing the material (including nonstandard copies and equipment other than standard office copying machines). See Appendix 1, Cost Recovery Fee Schedule, for calculating these charges. This schedule should also be used for calculating charges for computerized records. In summary, rates for publically available products and services provided in response to a FOIA request for which rates are not specified in 43 CFR Part 2, Appendix A, should be calculated from Appendix 1, Cost Recovery Fee Schedule.

3. Agreements to Share Data. May be used to waive or reduce cost recovery rates when benefits to the agency are cited.

4. Automated Vacancy Announcement Distribution System (AVADS). As a result of a Secretarial initiative, all Bureaus are a part of a Departmental vacancy announcement system. The vacancy list is available for the public to view from a directory on a Personal Computer. The public will not be charged to view the vacancy listing or to get printed copies of vacancies. Vacancy announcements have always been distributed to the public without charge.

5. State Agencies Performing Oil and Gas Royalty Audits. State agencies should not be billed for copying documents when the request is necessary to perform a royalty audit on an oil and gas lease, pursuant to Section 202 or Section 205 of the Federal Oil and Gas Royalty Management Act (FOGRMA). Waiving copy fee applies only to audits conducted under FOGRMA. When state agencies operating under FOGRMA agreements are billed for copy fees, such bills are turned over to Minerals Management Service (MMS). State auditors operating under FOGRMA as agents of MMS will have fees waived for copies. State employees requesting copies of materials for other purposes should be billed at the appropriate copy fee rate.

B. Collection Officers. Employees who regularly receive or process collections, or who open and process mail which includes collections, must be designated in writing as Collection Officers. All BLM collections will be processed efficiently and uniformly and adequate internal controls will be maintained in all phases of the collection program. (See BLM Manual Section 1372, Collections for procedures designating Collection Officers documenting, controlling, and safeguarding all collections received by the Bureau.)

C. Cashiers. Employees who are required to accept and make change shall be designated as a cashier and maintain an authorized change-making fund (see BLM Manual Section 1385, Imprest Funds).

.45 Cost Recovery Reporting Requirements. Field office cost recovery data collection was utilized to establish the current Cost Recovery Fee Schedule (Appendix 1). Instructional guidelines will be provided on when to conduct cost recovery data collections. See Cost Recovery Handbook H-1270-2 for cost recovery data collection instructions.

Glossary of Terms

- A -

access: the ability to view, inspect, or copy BLM records.

- B -

BLM information access center/public room: the centralized physical locations within BLM offices that are designated as areas where records may be inspected/copied, and information obtained about Bureau programs, resources, and mission.

Bureauwide records: recorded information that is either created or obtained by, and in the control of BLM at the time a request is made. BLM records include all books, papers, maps, photographs, machine readable materials, electronically stored data, or other documentary materials, regardless of physical form or characteristics, made or received by BLM under Federal law or in connection with the transaction of public business. For the purposes of BLM policy, the terms "records" and "data" are synonymous. This definition excludes library reference materials and museum exhibits.

- C -

certification of records: certificate of verification attached to authenticated copies of records furnished to the public at a charge of $0.25.

computer: an electronic device designed to accept data (input), perform prescribed mathematical and logical operations at high speed (processing), and supply the results of these operations (output). A digital computer processes data as numbers and includes mainframe computers, minicomputers and microcomputers.

copy: (1) A reproduction of the contents of an original document, prepared simultaneously or separately and usually identified by function or by method of creation. Copies identified by function include action copy, information or reference copy, official file copy, reading or chronological file copy, suspense or tickler file copy, and stock copy. Copies identified by method of creation include carbon copy, electrostatic copy, mimeograph copy, and ribbon copy. (2) In electronic recordkeeping, the action or result of reading data from a source, leaving the source data unchanged, and writing the same data elsewhere on a medium that may differ from the source.

copy fees: rates used for producing manuals, handbooks and electronic copies of public land records and maps.

copy fee expenses: includes all costs of production and administrative support services involved in providing to the public any requested material from official public lands records, plats, and maps.

copy work request: a request, written or oral, to obtain copies of services through BLM Information Access Centers/Public Rooms. Requests are recorded and receipted on Form 1370-44.

costs: the funded and unfunded expenses incurred by the facility for the resources needed to provide services and products to the users.

cost recovery: costs recovered for furnishing products/services including both direct and indirect costs.

- D -

data: symbols representing facts, ideas, or values which may be processed to produce information. It is only valuable to the extent that it can be accessed and interpreted by individuals (users) to help them derive information and make decisions. See **Information**.

data share agreements: used to categorize and document various types of partnerships BLM forms with other entities to share or exchange records or information. Data share agreements include Memorandum of Understandings (MOUs), contracts, assistance agreements (including Cooperative Agreements and Grants), and Data Sharing Agreements when no funds are involved.

direct costs: those costs which can be specifically identified with producing a specific product or providing a specific service.

discretionary records: this list of records, also known as Category 2 Records, is a category of selected manual, electronic, or electronically generated outputs chosen to be made available to the public at the discretion of the State or Center Director for which cost recovery should be applied (as opposed to free-for-view records in Category 1). Provided in this category are: (1) The on-line viewing of nontraditional or enhanced records (ARD themes or various prototype products) either at a BLM Information Access Center/Public Room or from a remote site; (2) viewing electronically generated hard copy outputs (batch reports from case recordation) that contain publicly available information but are not able to be viewed electronically in the BLM Information Access Center/Public Room; and (3) information which has no FOIA exemptions or other withholding statute restricting release.

documentary materials: a collective term for records and nonrecord materials that refers to all media on which information is recorded, regardless of the nature of the medium or the method or circumstances of recording. See also Medium, Recorded Information, Records.

- E -

external access: access to BLM recorded information by other government (Federal, State, local or foreign) agencies; organizations, private and public; and members of the public.

- F -

fees: monies collected for providing copies of records and services.

fee waiver: the costs associated with certain services or copies can be waived at the discretion of an authorized officer in certain instances. For FOIA Fee Waiver refer to 43 CFR Part 2, Appendix A.

freedom of information act (FOIA) request: a written request for records made by the public that specifically invokes the Act, reasonably describes the records sought, and states a willingness to pay fees. However, the Bureau may treat a request for records that does not specifically invoke the Act as a FOIA request when the information requested may require a FOIA review for statutory exemptions.

- G -

geographic information systems (GIS): a system of computer hardware, software, and procedures designed to support the capture, management, manipulation, analysis, modeling, and display of spatially referenced data for solving complex planning and management problems.

- H -

hardcopy: (1) Recorded information copied from a computer onto paper or some other durable surface, such as microfilm, or (2) Recorded information copied from microfilm onto paper and made readable without a special device.

- I -

indirect costs: those costs which cannot be specifically identified with producing a specific product or providing a specific service but which can be shown to bear some relationship to, result from, or be in support of, the product or service.

information: processed or analyzed data that is used to make decisions or produce conclusions for a specific purpose; the meaning that a human assigns to data by means of known conventions used in their representation; any communication or reception of knowledge such as facts or opinions in numerical, graphic or narrative forms in any medium.

information resource management (IRM): this is the umbrella term used for all aspects of manual and automated data. Use of the term emphasizes the importance of managing BLM's complex and varied data bases as a valuable, agency-wide information resource.

inspection: view and use of records.

- M -

mainframe computer: a large digital computer, normally able to process and store more data faster than a minicomputer and far more than a microcomputer, and often serving as the center of a system with many users.

media: the peripheral devices (physical components) used for the storage of data, such as tape reels and floppy diskettes.

medium: the physical form of recorded information. Includes paper, film, disk, magnetic tape, and other materials on which information can be recorded. See also Documentary Materials, Recorded Information, Records.

microcomputer: a very small digital computer, normally able to process and store less data than a minicomputer and far less than a mainframe while doing so less rapidly than a minicomputer and far less rapidly than a mainframe. Includes desktop, laptop, and hand-held models. Also called a Personal Computer (PC). See Computer.

minicomputer: a small digital computer, normally able to process and store less data than a mainframe but more than a microcomputer while doing so less rapidly than a mainframe but more rapidly than a microcomputer.

- N -

no formatting: the raw data file with no manipulation of data and also includes minimal low level formatting (i.e., taking an existing MOSS file to ADS or transforming an ADS file to DLG3 format, or breaking down a large file into segments to fit onto several diskettes.)

non-public records: a limited access record category which includes all records not designated in publicly available records categories and records restricted from disclosure by statute.

- P -

public information: an unlimited access category of records that the public may view/inspect without charge. Records in this category are not required to be physically maintained in the public room/access area; however, they must be made available for view/inspection upon request.

publications: documents printed or otherwise produced for wide distribution inside or outside an agency. Include annual reports, brochures, pamphlets, books, handbooks, and maps. Also include instructional and informational materials in audiovisual form. According to 44 USC 1901, a U.S. Government publication is "informational matter which is published as an individual document at Government expense, or as required by law."

publicly available records: any records that are available for inspection and copying through the public room/access areas.

- R -

recorded information: information placed on a medium, such as paper, computer disk, or microform, to be available for later retrieval and use. See Documentary Materials, Information, Medium, and Records.

records: records are books, papers, maps, photographs, machine-readable materials, electronically stored data, or other documentary materials, regardless of physical form or characteristics, made or received by the Bureau under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them.

records administration: the function of Records Administration is managing the life cycle of recorded information including creation, maintenance, use, access and disposition of all records and data, regardless of media. This includes the planning, controlling, directing, organizing, training, promoting, and evaluating and other activities to achieve adequate and proper documentation of policies and transactions and effective management of agency operations.

records administration program: the BLM Program responsible for developing policies and procedures for the identification of records automation needs, records legality/integrity, information categorization, information access, data sharing and exchange, cost recovery and security standards.

records administrator: the person in the organization responsible for planning, developing, managing, directing, organizing, training, and evaluating adequate proper documentation of Federal policies and transactions, and effective and economical management of agency operations.

research: research time includes situations where a BLM employee actually conducts an examination or analysis of records necessary to locate specific information/record which has been requested by a member of the public.

resource: a resource is any item used by the Bureau to provide services. The primary categories of resources, as given in OMB Circular A-130, are personnel, equipment, software, supplies, contracted services, space occupancy, intra-agency services and overhead, and inter-agency services.

review: examining requested records to determine whether they are exempt from mandatory disclosure.

- S -

search: to go or look through carefully in seeking to find documents.

spatial: spatially derived information includes Geographic Information Systems (GIS), aerial photography, satellite imagery.

special formatting: special formatting is the manipulation or changing of data, i.e., changing character fields, extracting out classes of data, or preparing a special report.

subscriptions: refers to ongoing requests for publicly available records made through public room/access area procedures. This term is used to distinguish ongoing requests from one time requests for records.

user: a user is an organizational or programmatic entity (whether a single person or an entire agency) that receives information technology services.

user fee: a rate charged for a product/service provided by the BLM to the user of that seyrvice.

- V -

view: to look at, survey, or inspect.

1270-2 COST RECOVERY

COST RECOVERY FEE SCHEDULE
EFFECTIVE JULY 1, 1994

PRODUCT/SERVICE	CURRENT RATE	DESCRIPTIONS	COMMENTS
STANDARD COPIES 8 1/2 x 11 and 8 1/2 x 14	$0.13/p	All paper copies, sized as shown, reproduced on a copy machine	Dept. Regulations 43 CFR Part 2, Appendix A
COLOR COPIER COPIES 8 1/2 x 11 and 8 1/2 x 14	$0.14/p	All paper copies, sized as shown, reproduced on a color copier	Rate to be reviewed/ revised when BLM has more experience
NON-STANDARD SIZED COPIES (Any size larger than Standard Copies) (i.e.,copies from 2510 or 2520)	$2.75/p	All paper copies, sized as shown, reproduced on a copy machine	
XEROX 2080 or EQUIVALENT COPIES	$4.20/p	Paper copies produced by a Xerox 2080 or equivalent machine	
FICHE COPIES (STANDARD/NON-STANDARD SIZED)	$1.10/p	All paper copies produced from micro-graphics reader/printer	
MICROFILM AND APERTURE CARD COPIES	$1.10/p	All paper copies produced from micro-graphics reader/printer	
FAX TRANSMISSIONS	$1.10/p + Research time + Any duplication fee	Documents sent via fax machine	
RESEARCH (for non-FOIA requests)	$8.40/hr. $0.00/under 1/4 hr.	Total time taken to locate a record when such time exceeds 15 minutes (Charge by 15 minute increments)	

1270-2 COST RECOVERY

SEARCH/REVIEW (for FOIA requests)	$18.60/hr. $ 9.20/hr.	ProfessionalDept. Regulations Clerical	43 CFR Part 2, Appendix A
APERTURE CARD AND FICHE DUPLICATES	$0.50/fiche	Duplicate Celluloid	
MAPS (Published)	Various Prices	Maps produced by other agencies (Includes USGS) at their established prices;	
MAPS (Published)	$4.00/map	All other maps sold to Public	
O&G SALES LIST/ GEOTHERMAL SALES LIST/ GEOTHERMAL NONCOMPETITIVE LANDS AVAILABLE LIST	$10.00/ Over 250 pages $5.00/ Up to 250 pages	Paper copies of either Sales or Results list	Policy set forth by WO Fluid Use Authorization Team
O&G RESULTS LIST GEOTHERMAL RESULTS LIST- COMP & NONCOMP	Free for one page $5.00 for more than one page		Rate for more than one page are based on BLM's experience
PUBLICATIONS	$0.13/page for black & white copies	8 1/2 by 11 inch paper	For 50 or fewer copies contact the Printed Material Distribution Section SC-657B For 51 or more copies contact the Printing Officer SC-650
COMPUTER PRINTOUTS	$0.75/p	Hard copy of printouts produced in the Public Room on a printer from computer	Only for Case Recordation, ORCA, Mining Claim Recordation online reports (i.e., Serial Register/ Case Abstract Page)

1270-2 COST RECOVERY

ELECTROSTATIC PLOTTERS	$7.50/ paper product	28 by 32 inch paper copy	Minimum rates based on BLM experience
	$16.00/ mylar product	28 by 32 inch mylar copy	Subject to revision based on additional experience
	$8.00	Administrative fee rate	Rate added to paper and mylar products
PATENTS	$15.00/ per patent	Paper copy of Patent from bound volume at ESO only	
CERTIFICATION OF RECORD	$0.25/per certifi- cation		Set forth in 43 U.S.C. 1460
MAILING COSTS	Postal costs	Actual Cost of postage plus cost of mailing container	Rates can be determined using Postal Service Rate Chart, "Postage Rates, Fees, and Information" + rates for mailing containers

1270-2 COST RECOVERY

Note for $3.00 minimum collections: Considering cost/benefits, fees may be waived for mail, telephone and fax request if the total charge is $3.00 or less. If the requestor has a declining deposit account the wavier would not apply. BLM District and Resource Area Offices may apply this discentionary fee wavier based on the volume of copy fees collected and the associated costs of processing these collections. For example, weekly deposits requiring the purchase of a money order for transmitting collections (BLM Manual 1372.73B1).

ADP REQUESTS: ELECTRONIC MEDIA

I. Rates for ADP Request from DPS 6+*

Raw Data; No formatting
$8.00 Admin Fee
+ $0.04 per Kilobyte
+ Research Time (see Research Time above)
+ Cost of Cassette, Tape, or Floppy
+ Postage

Data with Special Formatting
$8.00 Admin Fee
+ $0.08 per Kilobyte
+ Research Time (see Research Time above)
+ Cost of Cassette, Tape or Floppy
+ Postage

Hard Copy Printouts
$8.00 Admin Fee
+ $0.04 per kilobyte
+ Research Time (see Research Time above)
+ $2.00 per 15 pages
+ Cost of Paper
+ Postage

II. Rates for ADP Requests from Microcomputer

Microcomputer charges
$8.00 Admin Fee
+ $8.40 per hour for research time (Computer operator/actual processing time)
+ Cost of Floppy, Cassette, or CD-ROM)
+ Postage

1270-2 COST RECOVERY

*TABLE OF EQUIVALENTS

Platform	Value	Bytes
DPS 6+	Sectors	256 Bytes
Prime	Record	2,048 Bytes
DPS 8000	Llink	1,280 Bytes
DPS 8000	Blink	76,800 Bytes

1,026 Bytes = 1 Kilobyte

III. Rates for DPS 8000**

This attachment conveys the billing rates for the DPS 8000 ADP requests. In FY-91, the Federal Systems Integration and Management Center (FEDSIM) completed a rate-setting analysis that reports ADP usage levels and costs of the Honeywell mainframe located in the State Offices. The DPS 8000 rates were calculated within the framework of the operational charging system and workload forecasts.

Product/Service		Billing Rate
Batch Processing		
	Processor time	$0.9657 /MINUTE
	Core memory	$0.0007 /K WORDS
	I/O channel time	$0.0585 /MINUTE
	Tape drives	$0.9722 /TAPE DRIVE
	Sysout: printer	$0.0586 /K LINES
	Sysout: punch	$2.8518 /K RECORDS
	Jobs	$0.0000 /JOBS*
Time Sharing		
	Connect time	$0.0417 /MINUTE
	Disk I/O	$0.0000 /REQUEST*
	Memory time	$0.0000 /BLK X MILLISEC/1K*
	Transmission	$0.0000 /CHARACTER*
	Sessions	$0.4728 /SESSION
DMIV-TP		
	Physical I/O	$0.0003 /PHYSICAL I/O
	Transactions	$0.0046 /TRANSACTION
	Elapsed time	$0.6858 /MINUTE
Communications		
	Disk storage, on-line	$0.0032 /LLINK USED/DAY
	Disk storage, off-line	$0.0000 /LLINK ALLOCATED*
	Tape library, on-site	$0.0000 /REEL*
	Tape library, off-site	$0.0000 /REEL*

1270-2 COST RECOVERY
**TABLE OF EQUIVALENTS

Application Labor

Operation & maintenance	$22.6555 /HOUR
Development	$46.6116 /HOUR

Platform	Value	Bytes
DPS 6+	Sectors	256 Bytes
Prime	Record	2,048 Bytes
DPS 8000	Llink	1,280 Bytes
DPS 8000	Blink	76,800 Bytes

1,026 Bytes = 1 Kilobyte

IV. **Rates for ADP Requests from Prime Level A Computer***
* Refer to either Table of Equivalents identified by one or two *.

Electronic record processing charges for Public requests:

$0.0019 per CPU second (equivalent to 0.11 per CPU minute)
$0.0027 per I/O second (equivalent to 0.16 per I/O minute)
$1.00 per minute Connect time

Include the following rates:

Media Rates:

$0.08 per page for 8 1/2" X 11 inch printouts. See electrostatic plotter for rates.
Actual cost of floppy disc, cassette tape, CD-Rom, and other media used to disseminate electronic information.

Personnel Rates:

Personnel time required to process request (use research charges)
$8.00 Administrative Fee per request

Postage Rates: See mailing cost for rates

V. **Rates for Eastern States (ES) General Land Office Optical System (GLO)**

This attachment also conveys the billing rate for GLO Cost Recovery and Retrieval Equipment.

GLO RETRIEVAL COST/QUERY SESSION MINUTE	$2.00
Fax Server	$0.13/p
Paper (Same as Standard Copies)	$0.13/p