

## UNCLASSIFIED

### Fee Categories

#### An individual seeking information for personal use and not for commercial use

The Department shall charge requesters who fit into this category fees that recover the full reasonable direct cost of searching for and reproducing records that are responsive to the request, except that the first 100 pages of reproduction and the first two hours of search time shall be furnished without charge. **(22 CFR 171.15(d))**

#### Representatives of the News Media

Representative of the news media means any person actively gathering news for an entity that is organized and operated to publish or broadcast news to the public. The term news means information that is about current events or that would be of current interest to the public. News media include television or radio stations broadcasting to the public at large and publishers of periodicals (but only in those instances when they can qualify as disseminators of "news") who make their products available for purchase by the general public. **(22 CFR 171.11(o))**

Freelance journalists may be regarded as working for a news organization if they can demonstrate, such as by past publication, a likelihood of publication through a representative of the news media, even though not actually employed by it. **(22 CFR 171.11(o))**

The Department shall provide documents to requesters in this category for the cost of reproduction alone, excluding charges for the first 100 pages. **(22 CFR 171.15(c))**

#### Educational or Noncommercial Scientific Institution

Educational institution means a preschool, a public or private elementary or secondary school, an institution of undergraduate or graduate higher education, an institution of professional education, or an institution of vocational education that operates a program or programs of scholarly research. **(22 CFR 171.11(m))**

Non-commercial scientific institution means an institution that is not operated on a "commercial" basis and that is operated solely for the purpose of conducting scientific research, the results of which are not intended to promote any particular product or industry. **(22 CFR 171.11(n))**

*Note: For Colleges and Universities, a statement signed by the chairperson of the department to which the requester belongs, attesting to the fact that the request is being made on the institution's behalf in accordance with the criteria stated in 22CFR171.15(b), will serve as documentation supporting the requester's inclusion in this category.*

The Department shall provide documents to requesters in this category for the cost of reproduction alone, excluding charges for the first 100 pages. **(22 CFR 171.15(b))**

#### Commercial Use Requests

Commercial use request means a request from or on behalf of one who requests information for a use or purpose that furthers the commercial, trade, or profit interest of the requester or the person on whose behalf the request is made. **(22 CFR 171.11(l))**

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The Department will assess charges that recover the full direct costs of searching for, reviewing for release, and duplicating the record sought. (**22 CFR 171.15(a)**)