



**US Army Corps  
of Engineers**  
Portland District

## FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR EXISTING RECORDS

Please include **all** of the following information:

**TODAY'S DATE:**

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Company/Organization:</b> (if applicable)	
<b>Address 1:</b>	
<b>Address 2:</b>	
<b>City:</b>	
<b>State, Zip Code:</b>	
<b>Telephone Number:</b> <i>e.g., (XXX) XXX-XXXX</i>	
<b>Email Address:</b>	
<b>Description of Record(s):</b>  Define as specifically as possible what records you are requesting, including start and end dates if possible.  You will receive a response within the 20 working-day requirement of the Act, or the FOIA Officer will contact you with a request for clarification or a request for additional time and a description of any issues impacting the fulfillment of your request.	

Pursuant to regulations set forth in FOIA (5 U.S.C. § 552) and Army Regulation 25-55, there may be search and review, and/or duplication costs that may be associated with this request. In order to submit a request for records, any requester must agree to include a statement of willingness to pay. To accept responsibility for reasonable fees and costs that may be associated with this request, select the "I AGREE" below and submit your request to the District FOIA Officer. If you believe you qualify for a fee waiver, select "I request a fee waiver" and provide an explanation in the box provided. Refer to the FAQ, Pg. 2, for additional fee waiver justification guidance.

- I agree to pay reasonable fees
- I request a fee waiver

<b>Portland District FOIA Officer Contact Information:</b>	U.S. Army Corps of Engineers Portland District Office of Counsel Heather Hall, FOIA Officer, CENWP-OC 333 SW First Ave Portland, OR 97204	Email: <a href="mailto:FOIA-NWP@usace.army.mil">FOIA-NWP@usace.army.mil</a> Phone: (503) 808-4519 Fax: (503) 808-4526 Website: <a href="http://www.nwp.usace.army.mil/About/FOIA.aspx">http://www.nwp.usace.army.mil/About/FOIA.aspx</a> Fees: <a href="http://www.usace.army.mil/FOIA/Fees.aspx">http://www.usace.army.mil/FOIA/Fees.aspx</a>
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<b>Frequently Asked Questions</b>	
<b>What is a "record," according to FOIA?</b>	A record is defined as a book, paper, map, and photograph, or machine readable materials, inclusive of those in electronic form or format.
<b>Fees and Waivers</b>	All requesters must confirm a willingness to pay fees regardless of the fee category, however, this does not mean you will be charged fees. Except for commercial requesters whose fees total more than \$15, waivers are always considered. Fee waivers may be granted when disclosure of the records is in the public interest. Many requests for documents under the "other" category fall under the 100 pages given free or under the minimum charge amount set by the agency. A requester may include a maximum amount and ask the FOIA Officer to call them prior to going over the set amount. The FOIA allows fees to be charged to certain types of requesters, but it also provides that waivers or reductions in fees be given if disclosing the information is in the public interest. Public interest is defined as information which significantly enhances the public's knowledge of the operations and activities of the agency. Requesters will be placed in one of the following categories: commercial, educational, non-commercial scientific, news media and "other."
<b>Requestor Type: Commercial</b>	Requesters who seek information for a use or purpose that furthers their commercial, trade, or profit interest. Commercial requesters pay all fees for search, review and duplication.
<b>Requestor Type: Educational</b>	Institutions of education. The records must be sought in furtherance of scholarly research. Educational requesters pay only duplication fees, unless it is determined that fees are waived or reduced in the public interest. The first 100 pages are provided at no cost.
<b>Requestor Type: Non-Commercial Scientific</b>	A non-commercial scientific institution is operated solely for conducting scientific research. The records must be sought in furtherance of scientific research. Like educational requesters, these requesters pay only duplication fees, unless it is determined that fees are waived or reduced in the public interest. The first 100 pages are provided at no cost.
<b>Requestor Type: News Media</b>	A representative of the news media is a person actively gathering news for an entity organized and operated to publish or broadcast news to the public. News media pay only duplication fees, unless it is determined that fees are waived or reduced in the public interest. Again, the first 100 pages are provided at no cost.
<b>Other Requestor Types</b>	Requesters who do not qualify in another category are considered "other" requesters and normally make requests for agency records for their personal use. "Other" requesters receive two hours search, all review costs and the first 100 pages at no cost.
<b>Expedited Processing</b>	Receiving expedited processing requires a statement asserting one of the following conditions applies: <ul style="list-style-type: none"> <li>a. Failure to obtain the records quickly could be expected to pose an imminent threat to the life or physical safety of an individual;</li> <li>b. Information is urgently needed by an individual primarily engaged in disseminating information in order to inform the public concerning actual or alleged federal government activity;</li> <li>c. Imminent loss of substantial due process rights.</li> </ul>