

Request for Approval for Freedom of Information Act (FOIA) Fees Poll

TITLE OF INFORMATION COLLECTION: Freedom of Information Act Fees Poll

PURPOSE: The National Archives and Records Administration's Office of Government Information Services (OGIS) would like to administer a poll of FOIA professionals on behalf of the National Archives and Records Administration's FOIA Advisory Committee. The purpose of the poll, prepared by the Committee's FOIA Fees Subcommittee, is to obtain information about the administration of FOIA fees and how its administration impacts the executive branch.

The FOIA allows agencies to charge certain fees in connection with the processing of FOIA requests. Though every agency has its own FOIA regulations that address FOIA fees, there is a uniform fee schedule and guidelines published in 1987 by the Office of Management and Budget (available at 52 Federal Register 10,012) that applies to all agencies.

The Committee will share the results of the poll with NARA, the FOIA community and the public. The information collected may be used to make recommendations for improving federal FOIA administration.

The information gathered from the poll supports the FOIA Advisory Committee's goal of improving FOIA administration throughout the executive branch and supports NARA's goals of promoting openness, cultivating public participation, and strengthening our nation's democracy through public access to government records.

DESCRIPTION OF RESPONDENTS: OGIS will send the poll to federal FOIA professionals familiar with the administration of FOIA fees.

TYPE OF COLLECTION: Form poll

THE SELECTION OF YOUR TARGETED RESPONDENTS: OGIS will rely on the list of FOIA contacts available at <http://www.foia.gov/developer.html> and its internal list of contacts to define the universe of potential respondents.

ADMINISTRATION OF THE POLL: OGIS will administer the poll via SurveyMonkey.

THE POLL INSTRUCTIONS AND SCRIPTS ARE ATTACHED.

Freedom of Information Act (FOIA) Fees Poll

Dear Colleague,

As part of the Open Government Partnership, the United States has made specific commitments to modernize the Freedom of Information Act (FOIA), including the creation a FOIA Federal Advisory Committee.

The National Archives and Records Administration (NARA) is home to the FOIA Advisory Committee. NARA's Office of Government Information Service (OGIS), the federal FOIA ombudsman, provides administrative support for the Committee.

The following poll is administered through OGIS on behalf of the FOIA Advisory Committee's Subcommittee on FOIA Fees. The purpose of the poll, prepared by the Committee's FOIA Fees Subcommittee, is to obtain information about the administration of FOIA fees and how its administration impacts the executive branch. OGIS will share the results of the poll with you and use the information collected to develop recommendations the subcommittee will make to the committee to improve overall FOIA operations throughout the federal government. We know your time is valuable and thank you for your help with the poll.

The poll consists of 10 questions and should take between 5 and 10 minutes to complete. Please be sure to answer all questions as accurately as possible.

1. How long have you worked in your organization?

<input type="checkbox"/>	Less than 1 year
<input type="checkbox"/>	1 year to less than 3 years
<input type="checkbox"/>	3 years to 5 years
<input type="checkbox"/>	More than 5 years

2. What is your role within the FOIA process? (Check all that apply)

<input type="checkbox"/>	FOIA Public Liaison
<input type="checkbox"/>	FOIA Principal Office Coordinator
<input type="checkbox"/>	FOIA Processor
<input type="checkbox"/>	Other Please explain _____

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3. How many requests does your organization receive a year?

<input type="checkbox"/>	1 -24
<input type="checkbox"/>	24-50
<input type="checkbox"/>	51 - 99
<input type="checkbox"/>	100 - 250
<input type="checkbox"/>	251 - 499
<input type="checkbox"/>	500 - 999
<input type="checkbox"/>	1000 – 2,999
<input type="checkbox"/>	Over 3,000

4. On average, how much time do you spend each week reviewing fee-related issues (e.g. placement in requester fee category, providing fee estimates, collecting fees, adjudicating fee waivers, etc.)?

<input type="checkbox"/>	Less than one hour
<input type="checkbox"/>	1-3 hours
<input type="checkbox"/>	3-6 hours
<input type="checkbox"/>	10 hours or more

5. What is the estimated percentage of your agency's FOIA requests that result in the charging of fees?

<input type="checkbox"/>	0-9
<input type="checkbox"/>	10-20
<input type="checkbox"/>	21-31
<input type="checkbox"/>	32-42
<input type="checkbox"/>	43-53
<input type="checkbox"/>	54-64
<input type="checkbox"/>	65 - 76

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<input type="checkbox"/>	77 - 87
<input type="checkbox"/>	88 - 100

6. Do you see any advantages and/or disadvantages to eliminating FOIA fees?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
	Please explain _____

7. Do you think that charging only a flat fee (for example, \$5 - 10) for all requesters would reduce the time spent on determining fee issues?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
	Please explain _____

8. If you think that FOIA fees are necessary to the FOIA process, how would you change the FOIA fee structure to improve overall FOIA processing for agencies?

[Text Box]

9. How often are fees an issue for either the withdrawal of a request or the narrowing of its scope?

[Text Box]

10. Are there any other FOIA issues or topics that you would like us to address in future surveys?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
	Please explain _____