

Fees Pursuant to Smithsonian Directive 807 (Records Disclosure Policy)

Fees may be assessed for records disclosed to the public under Smithsonian Directive 807, Requests for Smithsonian Institution Information, in the manner described below:

- The cost for reproduction is 15¢ per page.
- The search and review for records by office personnel shall be assessed at \$16, \$28, or \$41 per hour, depending on the individual conducting the search or review and the complexity of the search.
- Representatives of the news media in support of a news gathering and dissemination function, educational institutions, and noncommercial scientific institutions not seeking records for commercial use may be charged only for document duplication after the first 100 pages.
- Requesters seeking records for commercial use may be charged for document duplication, search, and review costs.
- All other requesters (non-commercial) may be charged for document duplication after the first 100 pages and the search for records beyond two hours.

When the total fees assessed exceed \$250, the Smithsonian may require the requester to make an advanced payment before continuing to process the request. Where the requester has previously failed to pay a fee under Smithsonian Directive 807 within 30 calendar days of the billing date, the Smithsonian may require the requester to pay that full amount due before beginning to process a new request or continuing to process a pending request from that requester.

Where the Smithsonian reasonably believes that a requester or a group of requesters acting together is attempting to divide a request into a series of requests for the purpose of avoiding fees, the Smithsonian may aggregate those requests and charge fees accordingly.

The Office of General Counsel may waive fees upon a determination that the requester has demonstrated that disclosure of the records requested is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester. In appropriate cases, the requester shall explain why the volume of records requested is necessary. Such determinations are made solely at the discretion of the Office of General Counsel.