RECLAMATION
Managing Water in the West

Submitting a FOIA request to Reclamation's MP Region

1. Your request must be in writing. You may submit your request in hard copy, via fax, or via e-mail. Submit your request to:

   By mail:
   Regional FOIA Officer
   Bureau of Reclamation
   2800 Cottage Way, MP-3700
   Sacramento, CA 95825

   by Fax: 916-978-5186

   by E-mail: sha-MPR-FOIA@usbr.gov

2. **Describe the records** you are seeking in as much detail as possible. We will not create information or answer questions under FOIA. The request must be for existing records.

3. Unless you request a fee waiver (see #4 below), you should state that you are willing to pay all **fees** associated with processing your request or that you are willing to pay up to a specified amount.

   Bureau of Reclamation FOIA Fees for requests received on or after 08/01/10:

Clerical Search/Review time	$6.00 per ¼ hour
Professional Search/Review time	$10.50 per ¼ hour
Managerial Search/Review time	$15.00 per ¼ hour
Duplication	$0.15 per page black and white copy
	$0.90 per page color copy
	Actual cost for oversize, photos, CDs, etc.

   Reclamation will not charge if the fees total $50 or less

4. You may request a **fee waiver**. If you are seeking a fee waiver, you must provide sufficient justification to support your fee waiver request (see 43 CFR §§ 2.45 and 2.48(a)). As an option, at the same time you request a fee waiver, you may state your willingness to pay regardless of whether a fee waiver is granted. This will permit us to process your request for records at the same time we are considering your fee waiver request.

5. You should indicate your **fee category**, i.e., if you are a commercial-use requester, news media, educational institution/noncommercial scientific institution, or other requester (see 43 CFR 2.38). If you submit a FOIA request on behalf of another person or organization (for example, if you are an attorney submitting a request on behalf of a client), it is the underlying requester's identity and intended use that determines the fee category.

6. **Mailing address information**: Your postal address is required for the bureau to mail any responsive documents to you. We will not email records. Provide a telephone number where you can be reached during normal business hours, an e-mail address and a fax number, if available. Contact information is required in case we need to communicate with you about your request.

7. For complete Department of the Interior and Reclamation FOIA regulations, see 43 CFR Part 2, Subparts A through H, found at: http://www.doi.gov/foia/news/guidance/index.cfm. Another version of an electronic FOIA Request Form can be found at: http://www.doi.gov/foia/foia-request-form.cfm.