

SUBJECT: Freedom of Information Act Request

TO:

Freedom of Information Officer
Office of Counsel (CESPK-OC)
US Army Engineer District, Sacramento
1325 J Street, Room 1440
Sacramento, California 95814-2922
Phone: (916) 557-7596
Fax: (916) 557-5118
e-mail: FOIA-SPK@usace.army.mil

FROM:

Name:

Mailing address:

Phone number:

E-mail address:

Company:

Date:

Dear FOIA Officer:

Pursuant to the Freedom of Information Act (FOIA) 5 U.S.C. 552, I would like to request the following federal government records which are under your agency's control:

(Provide information describing records as specifically as possible)

I have been informed that processing fees for FOIA requests include professional search and review at \$48.00 per hour (billable on the ¼ hour) and reproduction costs at \$0.15 per page for standard copies and \$1.00 each for oversized and colored copies. I am willing to pay all applicable processing fees.

I look forward to receiving the requested documents within twenty (20) working days as required by statute.

Signature