

Eximbank will respond to an initial request (10 working days) may be extended by an additional 10 working days. A determination that an extension of time to respond to a request is appropriate will be made by the General Counsel or his designee by giving written notice to the requester setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances which could necessitate the extension are the following:

(i) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request;

(ii) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; or

(iii) The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the agency having substantial subject-matter interest therein.

(5) *Fees.* A fee will be imposed for Eximbank expenses incurred in searching for, duplicating, tabulating, or compiling the record or information in accordance with the schedule set forth in §404.6. A letter requesting a document or information should specifically state that all costs involved will be paid or, alternatively, that they will be paid up to a specified limit. If the letter makes no reference to anticipated fees, and the request is expected to involve fees in excess of \$25, or it is estimated by Eximbank that the fee will exceed the dollar limit specified in the request, Eximbank will notify the requester of the estimated fee promptly upon receipt of the request. The request will not be deemed to have been received until Eximbank receives a reply from the requester stating his willingness to pay the estimated fee.

(6) *Deletions.* If it is determined that a portion of a record is exempt from disclosure, any reasonably segregable portion of the record will be provided

the requester after deletion of the exempt portions.

[40 FR 7238, Feb. 19, 1975, as amended at 42 FR 56316, Oct. 25, 1977; 52 FR 37438, Oct. 7, 1987]

§404.5 Administrative appeal of refusal to disclose.

(a) *Who may appeal.* Any person whose request for information or records has been denied in whole or in part shall be entitled to submit a written appeal to Eximbank.

(b) *Time for appeal.* An appeal from a denial may be filed with Eximbank anytime following the date of receipt of the initial determination, in cases of denials of an entire request, or from the date of receipt of any records being made available under an initial determination, in cases of partial denials.

(c) *Form of appeal.* An appeal shall be in a letter addressed to the Export-Import Bank of the United States, Attention: President and Chairman, 811 Vermont Avenue, Washington, DC 20571. The envelope and the letter setting forth the appeal shall be clearly marked in capital letters: FREEDOM OF INFORMATION ACT APPEAL. The letter shall reasonably describe the information or records requested, the name and title of the Eximbank official or employee who denied the request, and such other pertinent facts and statements as the appellant may deem appropriate. An appeal submitted in an envelope which is not addressed to the President and Chairman will not be deemed to have been received until such time as the appeal is forwarded to such officer.

(d) *Eximbank decision.* Final Eximbank decision on appeals from denials of requests for information or records shall be made in writing by the President and Chairman or his designee within 20 working days after the date of receipt of the request, unless an extension of up to 10 working days has been deemed necessary in accordance with the procedures set forth in §404.4(c)(4) of this part. The 10-day extension may be applied to the response to the initial request or to the appeal, or to both, but in no event shall the extension exceed a total of 10 working days. If the decision upholds the denial of the request, the appellant shall be

notified in writing, which notice shall set forth the reasons for upholding the previous denial. The notification shall also refer to the provisions for judicial review of Eximbank's determination, 5 U.S.C. 552. If the President and Chairman or his designee acts favorably on the appeal, the information or records requested shall be made available promptly provided the requirements of § 404.4(c)(6) regarding payment of fees are satisfied.

[40 FR 7238, Feb. 19, 1975, as amended at 42 FR 56316, Oct. 25, 1977; 43 FR 14438 Apr. 6, 1978]

§ 404.6 Schedule of fees.

(a) *Definitions.* (1) The term *direct costs* means those expenditures which Eximbank actually incurs in searching for and duplicating (and in the case of commercial requesters, reviewing) documents to respond to a FOIA request. Direct costs include, for example, the salary of the employee performing the work (the basic rate of pay for the employee plus 16 percent of that rate to cover benefits) and the cost of operating duplicating machinery.

(2) The term *search* includes all time spent looking for material that is responsive to a request, including page-by-page or line-by-line identification of material within documents. Searches may be done manually or by computer using existing programming.

(3) The term *duplication* refers to the process of making a copy of a document necessary to respond to a FOIA request. Such copies can take the form of paper copy, microform, audio-visual materials, or machine readable documentation (e.g., magnetic tape or disk), among others. The copy provided must be in a form that is usable by requesters.

(4) The term *review* refers to the process of examining documents located in response to a request that is for a commercial use to determine whether any portion of any document located is permitted to be withheld. It also includes processing any documents for disclosure, e.g., doing all that is necessary to excise them and otherwise prepare them for release. Review does not include time spent resolving general legal or policy issues regarding the application of exemptions.

(5) The term *commercial request* refers to a request from or on behalf of one who seeks information for a use or purpose that furthers the commercial, trade, or profit interests of the requester or the person on whose behalf the request is made. In determining whether a requester belongs in this category, Eximbank must determine the use to which a requester will put the documents requested. Where Eximbank has reasonable cause to doubt the use to which a requester will put the records sought, or where that use is not clear from the request itself, Eximbank may seek additional clarification before assigning the request to a specific category.

(6) The term *educational institution* refers to a preschool, a public or private elementary or secondary school, an institution of graduate higher education, an institution of undergraduate higher education, an institution of professional education, and an institution of vocational education, which operates a program or programs of scholarly research.

(7) The term *non-commercial scientific institution* refers to an institution that is not operated on a *commercial* basis as that term is referenced in paragraph (a)(5) of this section, and which is operated solely for the purpose of conducting scientific research the results of which are not intended to promote any particular product or industry.

(8) The term *representative of the news media* refers to any person actively gathering news for an entity that is organized and operated to publish or broadcast news to the public. The term *news* means information that is about current events or that would be of current interest to the public. Examples of news media entities include television or radio stations broadcasting to the public at large, and publishers of periodicals (but only in those instances when they can qualify as disseminators of *news*) who make their products available for purchase or subscription by the general public. These examples are not intended to be all-inclusive. As traditional methods of news delivery evolve (e.g., electronic dissemination of newspapers through telecommunications services), such alternative