

**Public Interest/Fee Waiver Threshold Evaluation Form**

Date of Request: \_\_\_\_\_  
Name of Requester: \_\_\_\_\_  
Requested Records: \_\_\_\_\_  
\_\_\_\_\_

**Public Interest Threshold Criteria**

**Public Interest:**

1. Does the requester intend to use the information to benefit the general public or serve an identified interest of the general public?  
Y\_\_\_ N\_\_\_
2. Is the information already available in the public domain?  
Y\_\_\_ N\_\_\_
3. Will the requester be able to meaningfully disseminate the requested information?  
Y\_\_\_ N\_\_\_
4. Can the requester pay the fee? (inability to pay on its own is insufficient to waive fees)  
Y\_\_\_ N\_\_\_
5. Does imposing the fee impede the public interest?  
Y\_\_\_ N\_\_\_

**Reasonableness:**

6. Is the request targeted at a specifically identified matter (not overly broad or complex)?  
Y\_\_\_ N\_\_\_
7. Is the request, in the aggregate, so voluminous that it will require extensive time and expense for the agency to fulfill, thereby causing an unreasonable burden on agency resources?  
Y\_\_\_ N\_\_\_
8. Does the request require significant agency resources to segregate exempt from non-exempt materials?  
Y\_\_\_ N\_\_\_

**Determination/Decision:**

Waive 100% of fee    Y\_\_\_ N\_\_\_                      Waive portion of fee    Y\_\_\_ N\_\_\_ %\_\_\_  
Deny fee waiver        Y\_\_\_ N\_\_\_

**NOTES:**

General Counsel

Date