



UNITED STATES PATENT AND TRADEMARK OFFICE

OFFICE OF THE GENERAL COUNSEL

April 21, 2022

Mr. Richard Neifeld
PTAAARMIGAN
PTAAARMIGAN@PTAAARMIGAN.ORG

RE: *Freedom of Information Act (FOIA) Request No. F-22-00072*

Dear PTAAARMIGAN:

This is in response to your letter dated January 28, 2022, in which you requested, pursuant to the FOIA, 5 U.S.C. § 552 a copy of:

All documents, records, administrative staff manuals, instructions to staff, and statements of policy or interpretation that have been adopted by the agency, issued, adopted, or in effect at any time from August 1, 2004 to present, to govern or guide various regulatory policies and procedures.¹

Preliminary estimates indicate that the approximate processing cost of this FOIA request is \$ **783.97**. Associated copying charges cannot be estimated until a final determination regarding releasability is made.

This estimate does not necessarily represent the final cost. Estimates are inherently imprecise, and the final cost could be higher or lower than the amount provided here. However, the estimate provided herein is reasonably calculated to represent search costs required to adequately respond to your request.

As a non-commercial use FOIA requester, you are responsible for a search (excluding the first two hours) and for duplication (excluding the first 100 pages). See 37 C.F.R. § 102.11(c)(1)(iv).

Please note that a search fee is chargeable even when no responsive records are found, or when the records requested are determined to be totally exempt from disclosure. See 37 C.F.R. § 102.11(c)(3)(i).

Since the estimate exceeds \$250.00, you are required to pay the entire amount estimated before a search can begin. See 37 C.F.R. § 102.1(i)(2).

Please remit, within 30 calendar days of the date of this letter, a check made payable to the "Department of Treasury" in the amount of \$ **783.97**. The payment may be sent to:

¹ The FOIA Office is in receipt of your response to the Clarification Request.

United States Patent and Trademark Office
Freedom of Information Act Officer
Office of the General Counsel
P.O. Box 1450
Alexandria, VA 22313-1450

If payment in full is not received by **May 23, 2022**, this request will be considered withdrawn and closed. Please contact us before that date, however, if you would like to discuss your request in order to reformulate it to meet your needs at a reduced cost.

Sincerely,

A handwritten signature in black ink, appearing to read 'Traci Alexander', with a horizontal line underneath.

Traci Alexander
FOIA Specialist
Office of General Law