

FOIA FEE ITEMIZATION FORM

Component	Cost Calculations	Total
1. Labor Costs- Search, Location, and Examination of Records	<p>Enter the hourly wage of lowest paid employee capable of performing the search, location, and examination $\\$ ______ \text{ per hour}$</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor requests the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) $______ \%$</p> <p>Multiply the hourly wage times the fringe benefit multiplier $\\$ ______ \times 1.______ = \\$ ______$</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but not include in the calculation of fringe benefit costs) $\\$ ______ + ______ = \\$ ______$</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment $\\$ ______ / 4 = \\$ ______$</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate $\\$ ______ \times \\$ ______ = \\$ ______$</p>	<p>$\\$ ______$</p>
2. Employee Labor Costs – Redaction	<p>If performed by the public body’s employee:</p> <p>Enter the hourly wage of the lowest paid employee capable of performing the reduction $\\$ ______ \text{ per hour}$</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage) OR, if the requested information is available online the requestor requests the documents provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) $______ \%$</p> <p>Multiply the hourly wage times the fringe benefit multiplier $\\$ ______ \times 1.______ = \\$ ______$</p>	

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	<p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)</p> <p align="center">\$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment</p> <p align="center">\$ _____ / 4 = \$ _____</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> <p align="center">_____ x \$ _____ = \$ _____</p>	<p>\$ _____</p>
<p>2. Contracted Labor Costs – Redaction</p>	<p>If performed by Contracted Labor (only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator):</p> <p>Name of person or firm contracted:</p> <p>_____</p> <p>Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. \$8.15x6=\$48.90)</p> <p align="right">\$ _____ per hour</p> <p>Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment</p> <p align="center">\$ _____ / 4 = \$ _____</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> <p align="center">\$ _____ x \$ _____ = \$ _____</p>	<p>\$ _____</p>
<p>3. Non-Paper Physical Media</p>	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives \$ _____ x number used _____ = \$ _____</p> <p>Computer Disks \$ _____ x number used _____ = \$ _____</p> <p>Other Media \$ _____ x number used _____ = \$ _____</p>	<p>\$ _____</p>
<p>4. Paper Copies</p>	<p>Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>:</p> <p>Letter paper (8 ½" x 11")</p> <p align="center">number of sheets _____ x \$0. _____ = \$ _____</p>	

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	Cost of expedited shipping or insurance only if specifically stipulated by the requestor: \$ _____	\$ _____
	Subtotal	\$ _____
Waivers and Reductions	<p>Subtract any Fee Waiver or Reduction: \$20.00 for indigency or nonprofit organization as further described in the City of Albion's procedures and guidelines.</p> <p>Any amount determined by the City of Albion due to the search and furnishing of the Public Record determined to be in the public interest. \$ _____</p> <p>The reduction amount due to the late response of the Public Body. 5% of fee x _____ days late = _____% reduction (maximum reduction is 50%)</p>	-\$ _____
Deposit	Subtract any good-faith deposit received: \$ _____	-\$ _____
	Total Due	\$ _____