Standard Form for Detailed Itemization of Fee Amounts

MOUNT CLEMENS COMMUNITY SCHOOLS
FOIA FEE ITEMIZATION FORM

Requestor's Name_____ Date on Request

□Hand-Delivered □U.S. Mail ■ E-mail □Fax □Other _____ Date Received[i]

_____Estimated Fee   -or-   _____Actual Fee

Record available on website but copy nonetheless requested: □Yes ■ No

Labor Costs					
Item Description[ii]	**Hourly Rate[iii]**	**Fringe Benefit %[iv]**	**Overtime Rate[v]**	**No. of 15 minute increments[vi]**	**Total Charge**
Searching/Locating/ Examining Records	Employee Hourly wage[vii] $ x	1.4396+/=	$_____ =	$/ 4 = $ x 4 (increments) =	
Separating and Deleting Exempt from Nonexempt Information/Records	■ Employee Hourly wage[viii] $ x OR □ Contracted Labor Costs _____ x (Not to exceed 6x State minimum wage)	1. 4396+/=	$_____ =	$ / 4 = $ x 3 (increments) = $_____/ 4 = $_____ x _____ (increments) =	$_____
Duplicating or Publishing Records[ix]	Employee Hourly wage[x] $ x	1.4396+/=	$_____ =	$/ 4 = $ x 2 (increments) =	
Name of person or firm engaged under contract to separate and delete exempt from nonexempt information/records, if applicable: Josie Meyers				**Subtotal Labor Costs =**	

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Copying Cost for Paper Copies[xi]				
Letter (8½" x 11") paper at $0._05_ each[xii]	Legal (8½"x 14") paper at $0.___ each	Size Ledger paper at $0.___each	Size _____ paper at $0.___ each	Total Charge
No. of Sheets_____ x $0.05= $1.490	No. of Sheets_____ x $0.05= $_____	No. of Sheets_____ x $0.10= $_____	No. of Sheets_____ x $0.___ = $_____	

Postal Delivery Charges						
Cost of Packaging	Postage Cost	Cost of Delivery Confirmation	Special Shipping Cost	Insurance Cost	Overnight/ Special Request	Total Charge
$_____	$ national rate	$_____	$_____	$_____	□Yes □No Cost $_____	$_____

Non-Paper Physical Media				
USB Flash Drives	Computer Discs	Other Digital Media _____	Other/ Special Requested?	Total Charge
$___x number used ____ = $ _____	$___x number used ____ = $ _____	$___x number used ____ = $_____	□Yes □No Cost $_____	$_____

Discounts Qualified for $20 Discount? □ Yes ■ No. If yes, subtract $20.00. □ Indigence (maximum of 2 discounts per calendar year) □ State Designated Non-Profit (e.g., MPAS) (unlimited number of discounts) Qualified for Waiver or Reduction as primary and benefiting the general public? □Yes ■No. If yes, insert amount of waiver or reduction. $_____	**($_____)**
	TOTAL FEE = $_____

If estimated fee is over $50.00, the District shall charge a good faith deposit of 50 % of the estimated fee.	Amount of Deposit $ by	Estimated Date Available	Paid? □Yes ■No
If a good faith deposit is paid, subtract the amount of the good-faith deposit received.			($_____)
Reduction for untimely response by District □Yes □No If yes, subtract 5% of labor costs x_____days late [up to a maximum 50% reduction of labor costs] =_____ reduction. Diverted to Spam/Junk Mail? □Yes ■ No. If yes, indicate date and time *delivered to* Spam/Junk Mail [_____, 20 at _am/pm] and date and time *discovered in* Spam/Junk Mail [_____ 20_ at____ am/pm].[xiii]			($_____)
			TOTAL DUE= $

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[i] A FOIA request is received on the date that it is hand-delivered, or that U.S. Mail is delivered, to the [District] [ISD] [PSA]. A FOIA request is treated as received on the next business day if sent via facsimile, email or other electronic transmission; provided, however, the special rules apply to an email re-directed to a SPAM or trash account. (See n. 11)

[ii] A fee shall not be charged to search, locate, examine, review or delete/separate/redact exempt from nonexempt information unless failure to charge would result in unnecessarily high costs to the [District][ISD][PSA].

[iii] The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

[iv] The [District][ISD][PSA] will add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. 100% of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that records available on the [District][ISD][PSA] website nonetheless are requested to be provided in a paper format or in a specific form of electronic media. Under no circumstances shall the [District][ISD][PSA] charge more than the actual cost of fringe benefits.

[v] Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically requested by the requestor and agreed upon by the [District][ISD][PSA].

[vi] In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 8 for exception.) Divide the resulting hourly wage(s) by four to determine the charge per 15 minute increment.

[vii] If more than one employee is completing any task, use additional cost itemization forms to note each employee's hourly wage, fringe benefits, and time separately.

[viii] If more than one employee is completing any task, use additional cost itemization forms to note each employee's hourly wage, fringe benefits, and time separately.

[ix] Labor costs for duplicating or publishing records may be estimated and charged in time increments of the [District's][ISD'S][PSA's] choosing, with all partial time increments rounded down. The [District][ISD][PSA] has determined to charge labor costs for duplicating or publishing records in 15 minute increments.

[x] If more than one employee is completing any task, use additional cost itemization forms to note each employee's hourly wage, fringe benefits, and time separately.

[xi] The [District][ISD][PSA] shall utilize the most economical means available for making copies, including using double-sided printing.

[xii] The fee shall not exceed 10 cents per sheet of paper (one-sided or two-sided) for copies made on "8½ x 11" or "8½ x 14" sheets of paper.

[xiii] If a written request is sent by electronic mail and delivered to the public body's spam or junk-mail folder, the request is not received until 1 day after the public body first becomes aware of the written request. The public body shall note in its records both the time a written request is delivered to its spam or junk-mail folder and the time the public body first becomes aware of that request.