## FOIA FEE ITEMIZATION FORM Muskegon Public Schools

Requestor's Name

Date of Request

\_\_\_\_\_ Estimate Fee

or

\_ Actual Fee

Item Description	Hourly Rate <sup>1</sup>	Fringe		Overtime		No. of 15-minute			Total	
		Bene	fit %²		Rate <sup>3</sup>			ncrements <sup>4</sup>		Charge
Locating/Retrieving	Hourly wage							_/ 4 = \$		
Records	X	1	+/=	\$	=			(increments) =		\$
Reviewing Records	Hourly wage					\$		/ 4 = \$ x	:	
	X	1	+/=	\$	=			(increments) =		\$
Redacting Records	Hourly wage					\$		/ 4 = \$x		
	x	1	+/=	\$	=			(increments) =		\$
Copying/Duplicating	Hourly wage					\$		/ 4 = \$x		
Records <sup>6</sup>	X	1	+/=	\$	=			(increments) =		\$
Contracted Labor	<sup>7</sup> Hourly				N/A	\$		/ 4 = \$ x	:	
Costs-Redaction	wage		/A			(increments) =			\$	
Name of contracted p	erson or firm if		ole <sup>.</sup>							
	Subtotal Labor Costs =						= \$_			
	Co	opying (	Cost for	r Pa	per Copi	es <sup>8</sup>				
Letter (8½" x 11") Legal (8½" x 14		4″)	") Size				Siz	ze		Total
paper at \$0 each <sup>9</sup>	paper at \$0	each	paper	at \$0each paper at \$0each		h	Charge			
No. of Sheets x	No. of Sheets	x	x No. of Sheets		eets	x No		o. of Sheets	x	
\$0= \$	\$0= \$		\$0	_= \$		\$0=\$			\$	
	•	I	Mailing	g Co	st					
Cost of Po	stage Cost Cost of		Delivery Special				Insurance	To	Total	
Packaging		Confirn	ation		Shipping C		st	Cost	Ch	narge
\$ \$		\$	\$		\$			\$		\$

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	Nonpaper Physica	l Media			
JSB Flash Drives Computer Discs Other Di		Other Digital Media	Total Charge		
\$ x number used = \$	\$ x number used = \$	\$ x number used = \$	\$		
Qualified for \$20 Reduction	on? If yes, subtract \$20.		(\$)		
		TOTAL FEE =	\$		
If estimated fee is over \$50 deposit of 50% of the estim	0, the District shall charge a nated fee.	Amount of Deposit \$	Paid? Y/N		
Subtract any good-faith de	eposit received.	I	(\$)		
Reduction amount due to 5% of fee x days late	untimely response by Distric e = reduction.	:t:	(\$)		
		TOTAL DUE=	\$		

<sup>&</sup>lt;sup>1</sup> 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.

<sup>&</sup>lt;sup>2</sup> The District will add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits; 100 percent of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that requested website records must be provided in a paper format or in a specific form of electronic media. In either case, the District shall not charge more than the actual cost of fringe benefits.

<sup>&</sup>lt;sup>3</sup> Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.

<sup>&</sup>lt;sup>4</sup> In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 6 for exception.)

<sup>&</sup>lt;sup>5</sup> Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.

<sup>&</sup>lt;sup>6</sup> Labor costs for copying/duplicating records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down.

<sup>&</sup>lt;sup>7</sup> This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently \$8.15.

<sup>&</sup>lt;sup>8</sup> The District shall utilize the most economical means available for making copies, including using doublesided printing.

<sup>&</sup>lt;sup>9</sup> The fee shall not exceed 10 cents per sheet of paper for copies made on 8½" by 14" paper.