

**FOIA FEE ITEMIZATION FORM**

Component	Cost Calculations	Total
<p><b>1. Labor Costs- Search, Location, and Examination of Records</b></p>	<p>Enter the hourly wage of lowest paid employee capable of performing the search, location, and examination  <div style="text-align: right;">\$_____ per hour</div>             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)  <div style="text-align: right;">_____%</div>             Multiply the hourly wage times the fringe benefit multiplier  <div style="text-align: right;">\$_____ x 1.____ = \$_____</div>             If stipulated by the requestor, add the hourly overtime wage increment (but not include in the calculation of fringe benefit costs)  <div style="text-align: right;">\$_____ + _____ = \$_____</div>             Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment  <div style="text-align: right;">\$__12.00___ / 4 = \$_____</div> </p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate  <div style="text-align: right;">\$_____ x \$___12___ = \$_____</div> </p>	
<p><b>2. Employee Labor Costs – Redaction</b></p>	<p>If performed by the public body’s employee:              Enter the hourly wage of the lowest paid employee capable of performing the reduction  <div style="text-align: right;">\$_____ per hour</div>             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)  <div style="text-align: right;">_____%</div>             Multiply the hourly wage times the fringe benefit multiplier         </p>	

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	$\text{\$ } \underline{\hspace{1cm}} \times 1. \underline{\hspace{1cm}} = \text{\$ } \underline{\hspace{1cm}}$ <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)</p> $\text{\$ } \underline{\hspace{1cm}} + \underline{\hspace{1cm}} = \text{\$ } \underline{\hspace{1cm}}$ <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment</p> $\text{\$ } \underline{\hspace{1cm}} / 4 = \text{\$ } \underline{\hspace{1cm}}$	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> $\underline{\hspace{1cm}} \times \text{\$ } \underline{\hspace{1cm}} = \text{\$ } \underline{\hspace{1cm}}$	<p align="right">\\$ _____</p>
<p><b>2. Contracted Labor Costs – Redaction</b></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. <math>\text{\\$}8.15 \times 6 = \text{\\$}48.90</math>)</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> $\text{\$ } \underline{\hspace{1cm}} / 4 = \text{\$ } \underline{\hspace{1cm}}$	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> $\text{\$ } \underline{\hspace{1cm}} \times \text{\$ } \underline{\hspace{1cm}} = \text{\$ } \underline{\hspace{1cm}}$	<p align="right">\\$ _____</p>
<p><b>3. Non-Paper Physical Media</b></p>	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives <math>\text{\\$ } \underline{\hspace{1cm}} \times \text{ number used } \underline{\hspace{1cm}} = \text{\\$ } \underline{\hspace{1cm}}</math></p> <p>Computer Disks <math>\text{\\$ } \underline{\hspace{1cm}} \times \text{ number used } \underline{\hspace{1cm}} = \text{\\$ } \underline{\hspace{1cm}}</math></p> <p>Other Media <math>\text{\\$ } \underline{\hspace{1cm}} \times \text{ number used } \underline{\hspace{1cm}} = \text{\\$ } \underline{\hspace{1cm}}</math></p>	<p align="right">\\$ _____</p>
<p><b>4. Paper Copies</b></p>	<p>Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>:</p>	



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	Cost of least expensive form of postal delivery confirmation: \$_____	
	Cost of expedited shipping or insurance only if specifically stipulated by the requestor: \$_____	\$_____
	<b>Subtotal</b>	\$_____
<b>Waivers and Reductions</b>	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.  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. \$_____	
	The reduction amount due to the late response of the Public Body. 5% of fee x _____ days late = _____% reduction (maximum reduction is 50%)	-\$_____
<b>Deposit</b>	Subtract any good-faith deposit received: \$_____	-\$_____
	<b>Total Due</b>	\$