



Freedom of Information Act Request

Itemized Cost Worksheet

<p>Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, the following costs will be charged for responses to FOIA requests, according to the FOIA Procedure adopted and periodically revised by the County Board. Labor charges are the hourly wage of the lowest paid employee able to perform the work plus fringe benefits up to 50% of their wage.</p>	
<p>The County has determined that most requested documents require less than 20 minutes to retrieve, redact and/or separate. In instances where the time to perform any of these procedures exceeds 20 minutes, it would result in unreasonably high costs to the County. Therefore, labor costs will be charged for each response where retrieval separation and/or redaction time is 20 minutes or more.</p>	
<p>1. Labor Cost to Locate Documents:</p> <p>Hourly Wage of Lowest Paid Employee including Fringe Benefits: \$ _____</p> <p>Start Time: _____ End Time: _____</p> <p>Total time to locate: _____</p> <p>Total time/20 minutes = Total Increments _____</p> <p>Wage/3 = Charge per increment: \$ _____</p> <p>_____ X _____</p> <p>Charge per increment X number of increments</p>	<p style="text-align: right;">Location Labor Cost</p> <p style="text-align: right;">\$ _____</p>
<p>2. Labor Cost for Copying Documents:</p> <p>Hourly Wage of Lowest Paid Employee including Fringe Benefits: \$ _____</p> <p>Start Time: _____ End Time: _____</p> <p>Total time to copy: _____</p> <p>Total time/20 minutes = Total Increments _____</p> <p>Wage/3 = Charge per increment: \$ _____</p> <p>_____ X _____</p> <p>Charge per increment X number of increments</p>	<p style="text-align: right;">Copying Labor Cost</p> <p style="text-align: right;">\$ _____</p>
<p>3. Copying (duplication or printing): Copies must be double sided if possible</p> <p>Letter _____ number of sheets x .10 = _____</p> <p>Legal _____ number of sheets x .10 = _____</p> <p>For Larger Size Copies: Actual cost per sheet as obtained from document services: _____ X _____ number of sheets = _____</p> <p>Non-paper physical digital media charged at actual cost: Circle applicable: Disc/ Tape / Drive / Other Digital Medium Cost per Item: _____</p>	<p style="text-align: right;">Total Copying Cost</p> <p style="text-align: right;">\$ _____</p>

<p>4. Labor Cost for Separating Exempt from Non-Exempt Documents and/or Redacting the Documents:</p> <p>Hourly Wage of Lowest Paid Employee including Fringe Benefits: \$ _____</p> <p>Start Time: _____ End Time: _____</p> <p>Total time to copy separate and redact: _____</p> <p>Total/20 = Total Increments _____</p> <p>Wage/3 = Charge per increment: \$ _____</p> <p>_____</p> <p>Charge per increment X number of increments</p>	<p>Separating/Redaction Labor Cost</p> <p>\$ _____</p>
<p>5. Mailing:</p> <p>The county will charge the actual cost of mailing, if any, for sending records in a reasonable economical and justifiable manner. *The county will not charge more for expedited shipping or insurance unless expedited service is specifically requested.</p> <p>Cost of Envelope or Package: \$ _____</p> <p>Postage: \$ _____</p> <p>Postal Delivery Confirmation: \$ _____</p> <p>*Expedited Shipping or Insurance as requested: \$ _____</p>	<p>Total Mailing Cost</p> <p>\$ _____</p>
<p>Proof or Affidavit of Indigency Submitted: Yes _____ No _____</p> <p>An individual can use an Affidavit up to 2 times in a one year period.</p>	<p>If yes</p> <p>Subtract \$20.00</p>
<p>Non-profit organization which qualifies under MCL15.234(2)(b)</p>	<p>If yes</p> <p>Subtract \$20.00</p>
<p>TOTAL CHARGES</p>	<p>\$ _____</p>
<p>Late Response Cost Reduction:</p> <p>If the County fails to respond to a FOIA Request in a timely manner Labor charges will be reduced 5% for each day the response is late up to a maximum reduction of 50% of the Labor charges.</p> <p>Total Labor Charge \$ _____</p> <p>Number of days late X 5% = _____</p> <p style="text-align: center;">Total % Reduction</p>	<p>Late Response Reduction</p> <p>\$ _____</p>
<p>DEPOSIT: If the Estimated Cost Exceeds \$50.00, a Good Faith Deposit of 50% is Required Before the Request Will Be Processed</p> <p>Estimated copy cost \$ _____</p> <p>Estimated labor to locate \$ _____</p> <p>Estimated labor to redact/separate \$ _____</p> <p>Estimated copy labor \$ _____</p> <p>Estimated mailing cost \$ _____</p> <p style="text-align: right;">TOTAL ESTIMATE \$ _____</p>	<p>50% Deposit:</p> <p>\$ _____</p> <p>Deposit Received</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>

DEPOSIT: If the previous FOIA Fees were not paid in full by the requestor, a 100% Deposit is required on all requests made within 365 days of the previous unpaid bill

Date of previous unpaid bill _____

Estimated copy cost \$ _____

Estimated labor to locate \$ _____

Estimated labor to redact/separate \$ _____

Estimated copy labor \$ _____

Estimated mailing cost \$ _____

TOTAL ESTIMATE \$ _____

100% Deposit:

\$ _____

Deposit Received

Date

Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed

Balance Due:

\$ _____

Make Checks Payable to: _____

PAID IN FULL _____

Date