



Freedom of Information Act Request Itemized Cost Worksheet

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.

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.

1. Labor Cost to Locate Documents:

Hourly wage of lowest paid employee including fringe benefits: \$17.40

Hourly wage ÷ 3 = \$5.80 per increment:

Total time to locate: _____

Total time ÷ 20 minutes = Total increments _____

\$5.80 x _____
Number of increments

Location Labor Cost
\$ _____

2a. Labor Cost for Copying Documents:

Hourly wage of lowest paid employee including fringe benefits: \$17.40

Hourly wage ÷ 3 = \$5.80 per increment:

Total time to copy: _____

Total time ÷ 20 minutes = Total increments _____

\$5.80 X _____
Number of increments

Copying Labor Cost
\$ _____

2b. Labor Cost for Copying Digital Documents:

Hourly wage of lowest paid employee including fringe benefits: \$26.39

Hourly wage ÷ 3 = \$8.80 per increment:

Total time to copy: _____

Total time ÷ 20 minutes = Total increments _____

\$8.80 X _____
Number of increments

**Digital Copying
Labor Cost**
\$ _____

<p>3. Copying (duplication or printing): Copies must be double sided if possible</p> <p>_____ single sided sheets x 3.5¢ each = _____</p> <p>_____ double sided sheets x 7¢ each = _____</p> <p>For copies larger than 8 ½ x 14 : (Actual cost per sheet as obtained from document services)</p> <p>_____ X _____ number of sheets = _____</p> <p>Non-paper physical digital media charged at actual cost:</p> <p>_____ DVDs/CDs x .45¢ each = _____</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: \$55.17</p> <p>Hourly wage ÷ 3 = \$18.39 per increment:</p> <p>Total time to copy separate and redact: _____</p> <p>Total time ÷ 20 minutes = Total increments _____</p> <p>\$18.39 X _____</p> <p style="padding-left: 40px;">Number of increments</p>	<p style="text-align: right;">Separating/Redaction Labor Cost</p> <p style="text-align: right;">\$ _____</p>
<p>5. Retrieval Cost:</p> <p>Actual cost of retrieving and delivery of file from off-site storage. Cost varies depending on the file size and delivery circumstances.</p>	<p style="text-align: right;">Retrieval Cost:</p> <p style="text-align: right;">\$ _____</p>
<p>6. 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 specifically requested by the requestor.</p> <p style="text-align: right;">Postage: \$ _____</p> <p style="text-align: right;">Postal Delivery Confirmation: \$ _____</p> <p style="text-align: right;">*Expedited Shipping or Insurance as requested: \$ _____</p>	<p style="text-align: right;">Total Mailing Cost</p> <p style="text-align: right;">\$ _____</p>
<p>Proof or Affidavit of Indigency submitted: Yes _____ No _____</p> <p>An individual can use an Affidavit up to 2 times in a 1 year period.</p>	<p style="text-align: right;">If yes, Subtract \$20.00</p>
<p>Non-profit organization which qualifies under MCL15.234(2)(b)</p>	<p style="text-align: right;">If yes, Subtract \$20.00</p>
<p>TOTAL CHARGES:</p>	<p style="text-align: right;">\$ _____</p>

<p>Late Response Cost Reduction: 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 charges: \$ _____</p> <p>Number of days late: _____ x 5% = _____</p>	<p>Late Response Reduction</p> <p>\$ _____</p>
<p>GOOD FAITH 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 costs: \$ _____</p> <p>Estimated labor to locate: \$ _____</p> <p>Estimated labor to redact/separate: \$ _____</p> <p>Estimated copy labor: \$ _____</p> <p>Estimated mail cost: \$ _____</p> <p>TOTAL ESTIMATE: \$ _____</p>	<p>50% Deposit:</p> <p>\$ _____</p> <p>Deposit Received:</p> <p>_____</p> <p>Date</p>
<p>DELINQUENT PAYOR'S 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.</p> <p>Estimated copy costs: \$ _____</p> <p>Estimated labor to locate: \$ _____</p> <p>Estimated labor to redact/separate: \$ _____</p> <p>Estimated copy labor: \$ _____</p> <p>Estimated mail cost: \$ _____</p> <p>TOTAL ESTIMATE: \$ _____</p>	<p>100% Deposit:</p> <p>\$ _____</p> <p>Deposit Received:</p> <p>_____</p> <p>Date</p>
<p>Balance must be paid <u>BEFORE</u> copies may be picked up, delivered or mailed</p>	<p>Balance Due:</p> <p>\$ _____</p>

Make checks payable to: Kalamazoo County Treasurer

Form completed by: _____

Date: _____

Paid in full: _____, 20__