

REQUESTOR: _____

DATE SUBMITTED: _____

DATE COMPLETED: _____

FOIA FEE WORKSHEET

PURSUANT TO MCL 15.234 SECTION 4



KALAMAZOO COUNTY SHERIFF'S OFFICE

1500 LAMONT
KALAMAZOO, MICHIGAN 49048

• CLERICAL TIME FOR SEARCH OF REQUEST:

- START TIME: _____ END TIME: _____

CALCULATION: \$21.89 X (____/60) =

• CLERICAL TIME FOR EXAMINATION, REVIEW, AND REDACTION OF REQUEST:

- START TIME: _____ END TIME: _____

CALCULATION: \$21.89 X (____/60) =

• MOTOR VEHICLE RECORDINGS FOR SEARCH OF REQUEST:

- START TIME: _____ END TIME: _____

CALCULATION: \$57.23 X (____/60) + \$0.35 PER DVD =

• DISPATCH/911 TAPES FOR SEARCH OF REQUEST:

- START TIME: _____ END TIME: _____

CALCULATION: \$25.94 X (____/60) + \$0.35 PER CD =

• PHOTOGRAPHS FOR SEARCH OF REQUEST:

- START TIME: _____ END TIME: _____

CALCULATION: \$47.03 WAGE X (____/60) + \$0.35 PER CD =

• DETECTIVE TIME FOR SEARCH OF REQUEST (DETECTIVE WAGE):

- START TIME: _____ END TIME: _____

CALCULATION: \$____ X (____/60) =

- BOOKING VIDEO/DATAMASTER VIDEO FOR SEARCH OF REQUEST:
 - START TIME: _____ END TIME: _____

CALCULATION: $\$38.15 \times (\text{___}/60) + \$0.35 \text{ PER DVD} =$

- MISCELLANIOUS RECORDS FOR SEARCH OF REQUEST (CALCULATION OF LOWEST PAID EMPLOYEE CAPABLE OF PRODUCING DOCUMENTS):
 - START TIME: _____ END TIME: _____
 - START TIME: _____ END TIME: _____

WAGE: _____ X $(\text{___}/60) =$

- COPYING COSTS (LABOR CHARGED IN FIVE MINUTE INCREMENTS):
 - START TIME: _____ END TIME: _____
 - START TIME: _____ END TIME: _____

CALCULATION: $\$0.10 \times \text{NUMBER OF PAGES} =$

LABOR CALCULATION: $\$21.89 \times (\text{___}/60) =$

- MAILING COSTS:
 - STANDARD LETTER ENVELOPE \$0.48
 - 6" X 9" ENVELOPE = \$1.00
 - 8 ½ " X 11" ENVELOPE = \$2.00
 - ALL OTHER ENVELOPES BY WEIGHT

• **TOTAL COST = _____**

• *ALL LABOR CHARGES ARE IN WHOLE FIFTEEN MINUTE INCREMENTS, ALL PATRIAL INCREMENTS ARE ROUNDED DOWN.*

• **WAGES CHARGED ARE THE LOWEST PAID EMPLOYEE CAPABLE OF PREPARING DOCUMENTS, PLUS 50% OF FRINGE BENEFITS.**

• Please send a check made payable to: **KALAMAZOO COUNTY SHERIFF'S OFFICE, 1500 Lamont St., Kalamazoo, MI 49048** in the amount indicated above, along with a copy of this invoice. Payment can also be made at the front desk of the Sheriff's Office Monday through Friday 7am to 3:45pm. If you have any questions or concerns, please contact Records at (269) 385-6191. *****We only accept checks or cash NO credit cards.**

• A summary of our FOIA procedures and guidelines is available on our website at: www.kalcounty.com/sheriff/policereports.htm