

FOIA Fee Itemization Form

(Effective July 1, 2015)

Component	Cost Calculations	Total
<p>1. Labor Costs – Search, Location, and Examination of Records*</p>	<p>Enter the hourly wage of lowest paid employee capable of performing the search, location and examination $\\$ \underline{\hspace{2cm}}$ per hour</p> <p>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 request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) $\underline{\hspace{2cm}}\%$</p> <p>Multiply the hourly wage times the fringe benefit multiplier $\\$ \underline{\hspace{2cm}} \times 1.\underline{\hspace{1cm}} = \\$ \underline{\hspace{2cm}}$</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) $\\$ \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \\$ \underline{\hspace{2cm}}$</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment $\\$ \underline{\hspace{2cm}} / 4 = \\$ \underline{\hspace{2cm}}$</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate $\underline{\hspace{2cm}} \times \\$ \underline{\hspace{2cm}} = \\$ \underline{\hspace{2cm}}$</p>	<p>\$ <u> </u></p>

<p>2. Employee Labor Costs – Redaction*</p>	<p>If performed by the public body’s employee:</p> <p>Enter the hourly wage of lowest paid employee capable of performing the redaction</p> <p style="text-align: right;">\$_____per hour</p> <p>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 request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost)</p> <p style="text-align: right;">_____%</p> <p>Multiply the hourly wage times the fringe benefit multiplier</p>	
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	$\text{\$ } \underline{\hspace{2cm}} \times 1. \underline{\hspace{1cm}} = \text{\$ } \underline{\hspace{2cm}}$ <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)</p> $\text{\$ } \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \text{\$ } \underline{\hspace{2cm}}$ <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment</p> $\text{\$ } \underline{\hspace{2cm}} / 4 = \text{\$ } \underline{\hspace{2cm}}$	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> $\underline{\hspace{2cm}} \times \text{\$ } \underline{\hspace{2cm}} = \text{\$ } \underline{\hspace{2cm}}$	$\text{\$ } \underline{\hspace{2cm}}$
2. Contracted Labor Costs – Redaction*	<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>Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. $\text{\\$}8.15 \times 6 = \text{\\$}48.90$)</p> $\text{\$ } \underline{\hspace{2cm}} \text{ per hour}$ <p>Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment</p> $\text{\$ } \underline{\hspace{2cm}} / 4 = \text{\$ } \underline{\hspace{2cm}}$	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> $\underline{\hspace{2cm}} \times \text{\$ } \underline{\hspace{2cm}} = \text{\$ } \underline{\hspace{2cm}}$	$\text{\$ } \underline{\hspace{2cm}}$
3. Non-Paper Physical Media	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives $\text{\\$ } \underline{\hspace{2cm}} \times \text{ number used } \underline{\hspace{2cm}} = \text{\\$ } \underline{\hspace{2cm}}$</p> <p>Computer Discs $\text{\\$ } \underline{\hspace{2cm}} \times \text{ number used } \underline{\hspace{2cm}} = \text{\\$ } \underline{\hspace{2cm}}$</p> <p>Other Media $\text{\\$ } \underline{\hspace{2cm}} \times \text{ number used } \underline{\hspace{2cm}} = \text{\\$ } \underline{\hspace{2cm}}$</p>	$\text{\$ } \underline{\hspace{2cm}}$
4. Paper Copies	<p>Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>:</p> <p>Letter paper (8 1/2" x 11")</p> $\text{ number of sheets } \underline{\hspace{2cm}} \times \text{\$}0. \underline{\hspace{1cm}} = \text{\$ } \underline{\hspace{2cm}}$	

	<p>Legal paper (8 1/2" x 14") number of sheets _____ x \$0. _____ = \$ _____</p> <p>Actual cost of other types of paper:</p> <p>Type of Paper: _____ number of sheets _____ x \$ _____ = \$ _____</p> <p>Type of Paper: _____ number of sheets _____ x \$ _____ = \$ _____</p> <p>(NOTE: Must print double-sided if available and costs less.)</p>	<p>\$ _____</p>
<p>5. Labor Cost – Duplication Copying, and transferring records to non-paper physical media</p>	<p>Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media \$ _____ per hour</p> <p>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 request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____ %</p> <p>Multiply the hourly wage times the fringe benefit multiplier \$ _____ x 1. _____ = \$ _____</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) \$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by _____ to determine the charge per _____ () minute increment \$ _____ / 4 = \$ _____</p> <p>(NOTE: May use any time increment for this category)</p>	
	<p>Number of _____ minute increments (partial time increments must be rounded down) multiplied by the permitted rate x \$ _____ = \$ _____</p>	<p>\$ _____</p>
<p>6. Mailing</p>	<p>Actual cost of mailing records in a reasonable and economical manner:</p> <p>Cost of mailing: \$ _____</p> <p>Cost of least expensive form of postal delivery confirmation: \$ _____</p> <p>Cost of expedited shipping or insurance only if specifically stipulated by the requestor:</p>	

	\$ _____	\$ _____
	Subtotal	\$ _____
Waivers and Reductions	<p>Subtract any Fee Waiver or Reduction: \$20.00 for indigency or nonprofit organization as further described in the Public Body's procedures and guidelines.</p> <p>Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. \$ _____</p> <p>The reduction amount due to the late response of the Public Body. 5% of fee x _____ days late = _____% reduction (maximum reduction is 50%)</p>	-\$ _____
Deposit	Subtract any good-faith deposit received: \$ _____	-\$ _____
	Total Due	\$ _____