

**Attachment C
Standard Form for Detailed Itemization of Fee Amounts**

Public Schools of Petoskey
FOIA Fee Itemization Form

Requester's Name: _____ Date on Request: _____

Hand-Delivered U.S. Mail Email Fax

Date Received¹: _____ Estimated Fee: _____ -or- Actual Fee: _____

If estimated fee is over \$50, the District shall charge a good faith deposit of 50% of the estimated fee. Failure to pay the deposit within 48 calendar days of the District's notice constitutes abandonment, and the District is no longer required to fulfill the request.

Request diverted to spam/junk Mail²? Yes No If yes, please fill in delivery/discovery times:

Date/time delivered _____ Date/time discovered _____

Record available on website but copy nonetheless requested Yes No

Estimated date FOIA response will be available: _____

Labor Costs³

Not charged unless failure to charge would result in unnecessarily high costs to the District.

Searching/Locating/Examining Records

_____ x 1. _____ = _____ / 4 = _____ x _____ = _____
Hourly wage⁴ x Fringe Benefit⁵ % = Hourly cost / 4 = 15 minute cost⁶ x # of Increments **Total**

_____ / 4 = _____ x _____ = _____
Overtime wage (if any)⁷ / 4 = 15 minute cost x # of Increments **Total**

Separating and Deleting Exempt from Non-Exempt Information/Records

Employee

_____ x 1. _____ = _____ / 4 = _____ x _____ = _____
Hourly wage⁸ x Fringe Benefit % = Hourly cost / 4 = 15 minute cost x # of Increments **Total**

_____ / 4 = _____ x _____ = _____
Overtime wage (if any) / 4 = 15 minute cost x # of Increments **Total**

Contracted Labor (if any)

Name of person or firm engaged under contract _____

_____ / 4 = _____ x _____ = _____
Hourly wage / 4 = 15 minute cost x # of increments **Total**

Duplicating or Publishing Records⁹

_____ x 1. _____ = _____ / 4 = _____ x _____ = _____
Hourly wage x Fringe Benefit % = Hourly cost / 4 = 15 minute cost x # of Increments = **Total**

_____ / 4 = _____ x _____ = _____
Overtime wage (if any) / 4 = 15 minute cost x # of Increments **Total**

Subtotal Labor Costs _____

Copying Costs for Paper Copies¹⁰

Letter (8 1/2" x 11")¹¹ Cost per page \$0. _____ x # of sheets _____ = Total _____

Legal (8 1/2" x 14") Cost per page \$0. _____ x # of sheets _____ = Total _____

Size (_____) Cost per page \$0. _____ x # of sheets _____ = Total _____

Size (_____) Cost per page \$0. _____ x # of sheets _____ = Total _____

Subtotal Paper Costs _____

Postal Delivery Charges

Overnight or Special Request Yes No \$ _____

Cost of Packaging \$ _____

Postage Cost \$ _____

Cost of Delivery Confirmation \$ _____

Special Shipping Cost \$ _____

Insurance Cost \$ _____

Subtotal Postage Costs _____

Non-Paper Physical Media

USB Flash Drives \$ _____ each x # of drives _____ = Total _____

Computer Discs \$ _____ each x # of discs _____ = Total _____

Other Digital Media _____ \$ _____ each x # of _____ = Total _____

Other or Special Request Yes No \$ _____

Subtotal Non-Paper Costs _____

Total Costs _____

Discounts

Qualified for Discount Yes No If yes, subtract \$20. (\$ _____)

Indigence (maximum of 2 discounts per calendar year)

State Designated Non-Profit (e.g., MPAS) (unlimited number of discounts)

Qualified for Waiver or Reduction as primary and benefiting the general public?

Yes No If yes, insert amount of waiver or reduction (\$ _____)

Reduction for untimely response by District? Yes No If yes:

of days late _____ x 5 = _____ % reduction of Labor Costs (Maximum 50%)

Subtotal Labor Costs _____ x _____ % = Total Labor Cost Reduction (\$ _____)

Good faith deposit requested? Yes No

If yes, Deposit Amount \$ _____ Date deposit requested:

Date deposit received: _____ Amount of Deposit (\$ _____)

Total Discounts (\$ _____)

Totals

Total Costs \$ _____

Total Discounts (\$ _____)

Total Due \$ _____

Date Delivered: _____ Date Paid: _____

¹ A FOIA request is received on the date that it is hand-delivered, or that U.S. Mail is delivered, to the District. A FOIA request is treated as received on the next business day if sent via fax, email, or other electronic transmission; provided, however, the special rules apply to an email re-directed to a SPAM or trash account. (See n. 2)

² If a written request is sent by electronic mail and delivered to the public body's spam or junk-mail folder, the request is not received until 1 day after the public body first becomes aware of the written request. The public body shall note in its records both the time a written request is delivered to its spam or junk-mail folder and the time the public body first becomes aware of that request.

³ A fee shall not be charged to search, locate, examine, review, or delete/separate/redact exempt from non-exempt information unless failure to charge would result in unnecessarily high costs to the District.

⁴ The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

⁵ The District will add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. 100% of fringe benefit costs will be added to the applicable labor charge if a requester stipulates that records available on the District website nonetheless are requested to be provided in a paper format or in a specific form of electronic media. Under no circumstances shall the District charge more than the actual cost of fringe benefits.

⁶ In general, labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See n. 9 for exception.) Divide the resulting hourly wage(s) by 4 to determine the charge per 15-minute increment.

⁷ Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically requested by the requester and agreed upon by the District.

⁸ If more than one employee is completing any task, use additional cost itemization forms to separately note each employee's hourly wage, fringe benefits, and time.

⁹ Labor costs for duplicating or publishing records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down. The District has determined to charge labor costs for duplicating or publishing records in 15-minute increments.

¹⁰ The District shall utilize the most economical means available for making copies, including using double-sided printing.

¹¹ The fee shall not exceed 10 cents per sheet of paper (one-sided or two-sided) for copies made on 8½ x 11-inch sheets of paper or 8½ x 14-inch sheets of paper.