# FOIA Fee Itemization Form

**(Effective July 1, 2015)**

<table>
<thead>
<tr>
<th>Component</th>
<th>Cost Calculations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Labor Costs – Search, Location, and Examination of Records</strong>*</td>
<td>Enter the hourly wage of lowest paid employee capable of performing the search, location and examination $______ per hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multiply the hourly wage times the fringe benefit multiplier</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$_______ x 1._____ = $_______</td>
<td></td>
</tr>
</tbody>
</table>
|           | If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)  
   $_______ + _______ = $_______                                                   |       |
|           | Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment  
   $_______ / 4 = $_______                                                          |       |
|           | Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate  
   _______ x $_______ = $_________ $_________                                       |       |
| **2. Employee Labor Costs – Redaction*** | If performed by the public body’s employee:  
   Enter the hourly wage of lowest paid employee capable of performing the redaction $______ per hour |       |
|           | 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) _____% |       |
|           | Multiply the hourly wage times the fringe benefit multiplier                         |       |
|           | $_______ x 1._____ = $_______                                                     |       |
If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)

\[ \text{\$_______ + \$_______ = \$_______} \]

Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment

\[ \text{\$_______ / 4 = \$_______} \]

---

Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate

\[ \text{_______ x \$_______ = \$_______} \]

---

2. Contracted Labor Costs – Redaction*

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):

Name of person or firm contracted:

______________________________

Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. $8.15x6=$48.90))

\[ \text{\$_______ per hour} \]

Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment

\[ \text{\$_______ / 4 = \$_______} \]

---

Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate

\[ \text{_______ x \$_______ = \$_______} \]

---

3. Non-Paper Physical Media

Actual and most reasonably economical cost of:

Flash Drives \$_______ x number used _____ = \$_______

Computer Discs \$_______ x number used _____ = \$_______

Other Media \$_______ x number used _____ = \$_______

---

4. Paper Copies

Actual total incremental cost of duplication (not including labor) up to a maximum of 20 cents per page:

Letter paper (8 ½” x 11”)

\[ \text{number of sheets ____ x \$0.0 = \$____} \]

Legal paper (8 ½” x 14”)

\[ \text{number of sheets ____ x \$0.0 = \$____} \]
### Actual cost of other types of paper:

<table>
<thead>
<tr>
<th>Type of Paper</th>
<th>Number of Sheets</th>
<th>Cost per Sheet</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___</td>
<td>$____</td>
<td>$_____</td>
</tr>
<tr>
<td></td>
<td>___</td>
<td>$____</td>
<td>$_____</td>
</tr>
</tbody>
</table>

(Note: Must print double-sided if available and costs less.)

### 5. Labor Cost – Duplication Copying, and transferring records to non-paper physical media

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

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)

___%  

Multiply the hourly wage times the fringe benefit multiplier:

$____ x 1.____ = $_______

If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs):

$_______ + _______ = $_______

Divide the resulting hourly wage by _______ to determine the charge per _____ (____) minute increment:

$_______ / 4 = $_______

(Note: May use any time increment for this category)

### 6. Mailing

Actual cost of mailing records in a reasonable and economical manner:

Cost of mailing: $_______

Cost of least expensive form of postal delivery confirmation:

$_______

Cost of expedited shipping or insurance only if specifically stipulated by the requestor:

$_______  $_______

Subtotal $_______
### Waivers and Reductions

Subtract any Fee Waiver or Reduction:
$20.00 for indigency or nonprofit organization as further described in the Public Body’s procedures and guidelines.

Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. $_______

The reduction amount due to the late response of the Public Body. 5% of fee x ____ days late = ______% reduction (maximum reduction is 50%) -$______

### Deposit

Subtract any good-faith deposit received: $_______ -$______

<table>
<thead>
<tr>
<th>Total Due</th>
<th>$_______</th>
</tr>
</thead>
</table>

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the request in the particular instance, and the public body specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the public body in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools*, (Mich.App. Apr. 26, 2011), 2011 WL 1564645.