



FOIA Fee Itemization Form

(Effective December 20, 2015)

Component	Cost Calculations	Total
1 & 2. Labor Costs – Search, Location, Examination, and Redaction of Records*	Enter the hourly wage of lowest paid employee capable of performing the search, location and examination <div style="text-align: right;">\$15 per hour</div> Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment <div style="text-align: right;">\$15 / 4 = \$3.75</div>	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate <div style="text-align: right;">_____ x \$3.75 = \$_____</div>	\$_____
3. Non-Paper Physical Media	Actual and most reasonably economical cost of: Flash Drives \$10 x number used _____ = \$_____	\$_____
4. Paper Copies	Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u> : Letter paper (8 1/2" x 11") <div style="text-align: right;">number of sheets ____ x \$0.10 = \$_____</div> Legal paper (8 1/2" x 14") <div style="text-align: right;">number of sheets ____ x \$0.10 = \$_____</div> (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 <div style="text-align: right;">\$ 15 per hour</div> Divide the resulting hourly wage by 4 to determine the charge per 15 minute increment <div style="text-align: right;">\$15/ 4 = \$3.75</div>	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate	

	_____ x \$3.75 = \$ _____	\$ _____
6. Mailing	<p>Actual cost of mailing records in a reasonable and economical manner:</p> <p style="text-align: right;">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	\$ _____

*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.