**Freedom of Information Act (FOIA)**

**Fee Itemization Form**

**& Estimated Costs to Completion**

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| **ITEM** | **COST CALCULATIONS** | **TOTALS** |
| **1 & 2. Labor Costs – Search, Location, Examination, and Redaction of Records\*** | Enter the hourly wage of the lowest paid employee capable of performing the search, location and examination. **$19 per hour**Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment. **$19 / 4 = $4.75**  |  |
|  | Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate. Example: Quarter Hour Increments: \_8\_ x $4.75 = $\_38\_  Full Hours: \_2\_ x $19.00 = $\_38\_ |  |
| **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 maximum of 15 cents per page:Letter paper (8 ½” x 11”) number of sheets \_\_\_\_x $0.15 = $ \_\_\_\_ Legal paper (8 ½” x 14”) number of sheets \_\_\_\_x $0.15 = $\_\_\_\_ (**NOTE**: Must print double-sided if available.) |  |
| **5. Labor Cost – Duplication Copying, and transferring records to non-paper physical media** | Enter the hourly wage of the lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media. **$ 19 per hour**Divide the resulting hourly wage by 4 to determine the charge per 15-minute increment **$19/ 4 = $4.75** |  |
|  | Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate. Example: Quarter Hour Increments: 64 x $4.75 = $304  Full Hours: 16 x $19.00 = $304  |  |
| **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 Waiver or Reduction Fee: $20.00 for indigency or nonprofit organization as further described in the Village of Elberta’s procedures and guidelines.The Village of Elberta reserves the right to determine whether fees are waived based on the assessment that the request enhances the public’s understanding of government operations. $\_\_\_\_\_\_\_\_\_\_\_\_\_Reduction calculation due to the late response of the Village of Elberta: 5% of fee x \_\_\_\_ days late = \_\_\_\_\_\_% reduction (maximum reduction is 50%) |  |
| **Deposit** | Subtract any good-faith deposit received: $\_\_\_\_\_\_\_\_\_\_ |  |
|  | **TOTAL AMOUNT DUE** |  |

 **ESTIMATED COST OF COMPLETION:**

Hours (Researching & Copying) $\_\_\_\_\_\_\_\_\_

* Paper/Media $\_\_\_\_\_\_\_\_\_

Cost for Mailing $\_\_\_\_\_\_\_\_\_

 **TOTAL $\_\_\_\_\_\_\_\_\_**

 Official, Completing Document, Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*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 Village of Elberta because of the nature of the request in the particular instance, and the Village of Elberta 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 Village of Elberta 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.

\*\*A requester’s inability to pay fees is not a legal basis for granting a fee waiver.

Requests for records about oneself usually do not meet the standard for a fee waiver.

The request should not primarily benefit the requester’s commercial interests.