



**Freedom of Information Act (FOIA)  
Fee Itemization Form  
& Estimated Costs to Completion**

ITEM	COST CALCULATIONS	TOTALS
<p><b>1. Labor Costs – Search, Location, Examination, and Redaction of Records*</b></p>	<p>Enter the hourly wage of the lowest paid employee capable of performing the search, location, and examination.  <b>\$28 per hour</b> \$ _____</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment.  <b>\$28 / 4 = \$7.00</b>\$ _____</p> <p>Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate.</p> <p><b>Example:</b>                      Quarter Hour Increments: <b>_8_ x \$7.00 = \$_56_</b>                      Full Hours: <b>_2_ x \$28.00 = \$_56_</b></p>	
<p><b>2. Non-Paper Physical Media</b></p>	<p>Actual and most reasonably economical cost of:                      Flash Drives \$10 x (number used) ___ = \$ _____</p>	
<p><b>3. Paper Copies</b></p>	<p>Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 15 cents per page</u>:</p> <p>Letter paper (8 ½" x 11") number of sheets ___ x \$0.15 = \$ _____</p> <p>Legal paper (8 ½" x 14") number of sheets ___ x \$0.15 = \$ _____</p> <p><b>NOTE:</b> Must print double-sided if available.</p>	
<p><b>4. Labor Cost – Duplication Copying, and transferring records to non-paper physical media</b></p>	<p>Enter the hourly wage of the lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media. <b>\$ 28 per hour</b> \$ _____</p> <p>Divide the resulting hourly wage by 4 to determine the charge per 15-minute increment <b>\$28/ 4 = \$7.00</b>\$ _____</p> <p>Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate.</p> <p><b>Example</b>                      Quarter Hour Increments: <b>64 x \$7.00 = \$448.00</b>                      Full Hours: <b>16 x \$28.00 = \$448.00</b></p>	

<b>5. Mailing</b>	<p>Actual cost of mailing records in a reasonable and economical manner:  <span style="float: right;">Cost of mailing:</span></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>	
<b>6. Waivers and Reductions</b>	<p>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.</p> <p><i>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. \$_____</i></p> <p>Reduction calculation due to the late response of the Village of Elberta: 5% of fee x ___ days late = _____% reduction (maximum reduction is 50%)</p>	
<b>7. Deposit</b>	<b>Amount due to begin process = 50% OF TOTAL AMOUNT DUE</b>	\$_____
	<b>SUBTOTAL</b>	\$_____
	(Subtract any good-faith deposit received):	
	<b>TOTAL AMOUNT DUE FOR THE ENTIRE PROCESS</b>	\$_____

Official Signature:

Date: