

BREITUNG TOWNSHIP SCHOOL DISTRICT (BTS)

Michigan Freedom of Information Act Administrative Rules

I. ADMINISTRATIVE RULES

A. Requests

1. All “persons,” except those persons incarcerated in state or local correctional facilities, are entitled to submit a FOIA request to Breitung Township Schools. A “person” is defined for purposes of the FOIA to mean “an individual, corporation, Limited Liability Company, partnership, firm, organization, association, governmental entity, or other legal entity.”
2. A FOIA request is a *written* request to inspect, copy, or receive copies of a public record. A request must describe the public record in sufficient detail to enable Breitung Township Schools to find the requested record. Breitung Township Schools suggests that requestors use the sample Request Form appended as **Attachment A**.
3. FOIA requests must be in writing. If, however, a person makes an oral request for information that is available on Breitung Township School’s website, and if the employee to whom the request is directed knows that the information is available on Breitung Township School’s website, that employee must inform the requesting person that the information is available on Breitung Township School’s website.
4. Breitung Township School’s FOIA Coordinator is responsible to process requests to inspect, copy, or receive copies of public records. FOIA requests should be sent to Breitung Township School’s FOIA Coordinator.
 - FOIA requests can be sent via U.S. Mail to:
Michelle Kleikamp, FOIA Coordinator
Breitung Township Schools
810 Pyle Drive
Kingsford, MI 49802
 - FOIA requests sent via email should be sent to: dholmes@kingsford.org.
 - FOIA requests sent via fax should be faxed to: 906-779-7703.

If an employee of Breitung Township Schools receives a written request to inspect, copy, or receive copies of a public record, the employee should promptly forward the request to Breitung Township School’s FOIA Coordinator. A requestor is not required to use Breitung Township School’s sample Request Form, or to include the word “FOIA” in the request. Therefore, all written requests to inspect, copy, or receive copies of records should be promptly forwarded to the FOIA Coordinator for review.

5. The FOIA Coordinator shall keep a copy of all written requests for public records received by Breitung Township Schools on file for a period of at least one year.

6. A person may subscribe to future issuances of public records created, issued or disseminated *on a regular basis*, such as notices or agendas of the Breitung Township Schools' board meetings. In all other respects, if the requested public record does not exist as of the date requested, Breitung Township Schools has no obligation under the FOIA to create the requested record or to provide a copy if created at a later date. A subscription is valid for up to six (6) months and may be renewed by the subscriber.
7. The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record to the requestor.

B. Responses.

1. Unless otherwise agreed to in writing by the person making the request, Breitung Township Schools must respond to a written request under the FOIA within five (5) business days (excluding weekends and legal holidays) after Breitung Township Schools receives the request by doing one of the following:
 - a. Granting the request;
 - b. Sending written notice denying the request;
 - c. Granting the request in part and issuing a written notice denying the request in part;
or
 - d. Issuing a notice extending for not more than ten (10) business days the period during which Breitung Township Schools will respond to the request. Breitung Township Schools shall not issue more than one (1) notice of extension for a particular request.
2. If a request is denied in whole or in part, Breitung Township Schools must include in the written notice of denial an explanation of the basis for the denial and, if applicable, a certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to Breitung Township Schools. A sample Certificate of Non-Existence of Public Record is appended as **Attachment B**.
 - a. Exemptions to disclosure are set forth in Section 13 of the FOIA, MCL 15.243, which is available on the Michigan Legislature's website at www.legislature.mi.gov.
 - b. If a public record or information is separated and exempt from disclosure (redacted), Breitung Township Schools will describe generally the material exempted unless that description would reveal the contents of the exempt information and thus defeat the purpose of the exemption.
3. The trigger date for responding to a FOIA request depends upon the manner in which the request was delivered. A request sent by mail or delivered by hand is received for purposes of the FOIA on the day it arrives at Breitung Township Schools. A request sent by email, fax, or other electronic means is received for purposes of the FOIA one (1) business day after the date on which it was electronically transmitted. If a request is sent by email and is diverted to Breitung Township Schools spam or junk mail folder,

the request is not received until one (1) day after the date it is discovered in the spam or junk mail folder. The FOIA Coordinator shall include in Breitung Township Schools' records both the time that a written request was delivered to its spam or junk-mail folder and the time that Breitung Township Schools first became aware of that request. Breitung Township Schools shall review the FOIA Coordinator's spam or junk mail folder at least once every thirty (30) days.

4. If a request is fully granted, Breitung Township Schools will provide copies of, or an opportunity to inspect, all the public records that were requested, upon payment of the appropriate fee (if any). No pages will be left out, and nothing will be redacted.
5. Breitung Township Schools will provide reasonable facilities for a requestor to inspect non-exempt public records. The facilities will be available during Breitung Township Schools' normal business hours. The FOIA Coordinator will establish guidelines regulating the manner in which records may be inspected to protect Breitung Township Schools' records from loss, alteration, mutilation, or destruction, or to prevent undue interference with Breitung Township Schools' normal operations.
6. The FOIA identifies numerous specific exemptions to disclosure. If a request includes information that is exempt from disclosure, Breitung Township Schools will provide a written response and list the reason(s) why the record(s) or portions of records will not be disclosed. Breitung Township Schools will include a link to, or a copy of, these Administrative rules (including the Public Summary and Attachments) with each denial.
7. If a request is partially denied, it means that some records or parts of records will be disclosed, but some records or parts of records will not be disclosed. Breitung Township Schools will provide copies of, or an opportunity to inspect, the non-exempt records, but exempt information (which may consist of entire documents, pages, or information on a page) may be withheld or redacted. Breitung Township Schools will include in the written notice of denial-in-part an explanation of the basis for the denial-in-part and, if applicable, a certificate that one or more of the public records does not exist under the name given by the requestor or by another name reasonably known to Breitung Township Schools. Breitung Township Schools will include a link to, or copy of, these administrative rules (including the Public Summary and Attachments) with each denial.
8. Failure of Breitung Township Schools to respond to a FOIA request within the prescribed timelines constitutes denial of the request. The fee that Breitung Township Schools is permitted to charge will be reduced by 5% per day, up to a 50% reduction, if the failure to timely respond was willful or intentional, or if the request included language described in the FOIA as readily conveying a FOIA request. (See Section I. D, Fees).
9. The FOIA does not require Breitung Township Schools to create any records, or to make compilations, summaries, or reports of existing records. If a request seeks records that do not exist, Breitung Township Schools will certify that no records responsive to the request exist under the name or description provided in the request or another name known to Breitung Township Schools. (See sample Certificate of Non-Existence of Public Record appended as **Attachment B**).

10. If a request asks for information that is available on Breitung Township School's website, Breitung Township Schools will notify the requestor in its response where the records may be found. If a requestor seeks paper copies of information available on the website, Breitung Township Schools may charge the fees noted below and on the detailed fee itemization form, except that there will be no charge for separating exempt from nonexempt material.
11. In lieu of paper copies, the requestor may stipulate that Breitung Township Schools provide non-exempt public records on non-paper physical media, by electronic mail, or other electronic means. Breitung Township Schools is not required to produce non-exempt public records on non-paper physical media if Breitung Township Schools lacks the technological capability necessary to provide the requested records on the particular non-paper physical media stipulated in the particular instance. Breitung Township Schools is not required to use non-paper physical media *provided by the requestor* and, to safeguard Breitung Township School's information technology infrastructure, shall not do so.

C. Deposit Requirements

1. Where Breitung Township Schools' estimates that the fee authorized under the FOIA and these administrative rules for responding to a request will exceed Fifty Dollars (\$50.00), Breitung Township Schools may require a good-faith deposit from the requestor before providing the requested records. A good-faith deposit shall not exceed one-half ($\frac{1}{2}$) of the total estimated fee and shall include a detailed itemization of estimated fee amounts. The FOIA Coordinator shall provide the requestor with a detailed itemization of allowable fees estimated to be incurred by Breitung Township Schools to process the request. Breitung Township Schools shall include with its request for good-faith deposit a best efforts estimate of the time frame within which Breitung Township Schools will provide the requested public records. The timeframe estimate is not binding on Breitung Township Schools, but the estimate will be made in good faith and Breitung Township Schools will strive to be reasonably accurate.
2. If a requestor previously requested public records from Breitung Township Schools, and if Breitung Township Schools made the requested public records available on a timely basis but was not paid in full the total estimated fee for that previous request, Breitung Township Schools may, to the extent permitted by the FOIA, require a deposit of up to 100% of the estimated fee for the subsequent request(s).

D. Fees

1. A fee shall not be charged for the cost to search, examine, review, and delete/separate/redact exempt from non-exempt information unless failure to charge a fee would result in unreasonably high costs to Breitung Township Schools. In determining whether such costs are "unreasonably high," Breitung Township Schools will consider, on a case-by-case basis, the estimated costs given the volume and complexity of the request relative to the usual or typical costs incurred by Breitung Township Schools in responding to FOIA requests.

2. Fees are calculated using the Detailed Itemization of Fee Amounts Form appended to these administrative rules as **Attachment C**. Breitung Township Schools charges the following fees:

- a. *Labor costs incurred for searching for, locating, and examining public records.* Labor costs are calculated in fifteen (15) minute increments (rounded down) and will not exceed the hourly rate of the lowest-paid employee capable of searching for, locating, and examining the public records. No overtime will be charged unless requested by the requestor, approved by Breitung Township Schools, and included on the Detailed Itemization of Fee Amounts Form. The hourly rate of the lowest-paid employee capable of searching for, locating, and examining particular records may vary depending upon the nature of the records sought and the corresponding qualifications or authorizations required to search for, locate, or examine the requested record. All charges will be noted on the Detailed Itemization of Fee Amounts Form.
- b. *Labor costs for separating and deleting exempt information from non-exempt information.* Labor costs are calculated in (15) minute increments (rounded down) and will not exceed the hourly rate of the lowest-paid employee capable of separating and deleting material that is exempt from disclosure from information that is non-exempt from disclosure. No overtime will be charged unless requested by the requestor, approved by Breitung Township Schools, and included on the Detailed Itemization of Fee Amounts Form. The hourly rate of the lowest-paid employee capable of separating and deleting exempt information from non-exempt information may vary depending upon the nature of the records sought and the corresponding qualifications or authorizations required to separate and redact exempt information from non-exempt information. If Breitung Township School's FOIA Coordinator determines on a case-by case basis that no employee of Breitung Township Schools is capable of separating and deleting exempt from nonexempt material, Breitung Township Schools may engage a contracted services provider and charge labor costs. Such labor costs shall be calculated in fifteen (15) minute increments (rounded down) and the hourly rate shall not exceed six (6) times the state minimum wage. All charges will be noted on the Detailed Itemization of Fee Amounts Form.
- c. *Costs for non-paper physical media.* A requestor may stipulate that records be produced on non-paper physical media (e.g., on a flash drive or CD). If Breitung Township Schools has the technological capabilities to comply with the request for production on non-paper physical media, Breitung Township Schools may charge the actual and most reasonably economical cost of the requested non-paper physical media and the cost of non-paper physical media shall be included on the Detailed Itemization of Fee Amounts Form.
- d. *Actual cost of duplication for paper records.* Breitung Township Schools will charge the actual cost of duplication (not to exceed 10 cents per sheet) for 8-1/2 by 11-inch sheets of paper or 8-1/2 by 14-inch sheets of paper. The actual cost of duplication will be charged for non-standard-sized sheets of paper and may exceed 10 cents per sheet. Breitung Township Schools shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

- e. *Actual labor costs for duplication or publication.* Breitung Township Schools' charges for duplication or publication will not exceed the hourly rate of the lowest-paid employee capable of duplicating or publishing the records. The hourly rate of the lowest-paid employee capable of duplicating or publishing records may vary depending on the nature of the records sought. Duplication or publication fees are calculated in fifteen minute increments (rounded down). All charges will be noted on the Detailed Itemization of Fee Amounts Form.
 - f. *Postal delivery charges.* Breitung Township Schools may charge the costs of the least expensive form of postal delivery. If a requestor asks for expedited mailing, and if Breitung Township Schools agrees to provide expedited mailing, the actual costs of the expedited mailing may be charged and must be included on the Detailed Itemization of Fee Amounts Form.
 - g. *Fringe benefits.* Breitung Township Schools may add to the labor charges described above the actual cost of the public employee's fringe benefits, up to 50% of the labor costs. Fringe benefits must be noted on the Detailed Itemization of Fee Amounts Form.
 - h. *Overtime wages.* No overtime will be charged unless requested by the requestor, approved by Breitung Township Schools, and included on the Detailed Itemization of Fee Amounts Form.
3. Each of the fee components described above must be specifically listed on the Detailed Itemization of Fee Amounts Form. A completed copy of the Detailed Itemization of Fee Amounts Form will be included with the response to the request. A copy of the Detailed Itemization of Fee Amounts Form is appended to these administrative rules as **Attachment C**.
4. **Fee Reductions.** If the FOIA Coordinator does not respond to a written request within the timeframes required by the FOIA, Breitung Township Schools will reduce the charges for labor costs otherwise permitted under the FOIA and these administrative rules by 5% for each day Breitung Township Schools exceeds the time permitted for a response to the request, up to a maximum 50% reduction, if either of the following applies:
- The late response was willful and intentional.
 - The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy," or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

If a fee reduction is required, Breitung Township Schools will fully note the fee reduction on the Detailed Itemization of Fee Amounts Form (**Attachment C**).

5. **Payment.** The FOIA Coordinator will require that payment be made in full for the allowable fees before the requested records are made available.
6. **Fee Waivers.** A search for a public record may be conducted, or copies of public records may be furnished, without charge or at a reduced charge if Breitung Township Schools determines, in its discretion, that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public records can be considered as primarily benefiting the general public.
7. **Discounts.** Under the following circumstances, a public record search shall be made by Breitung Township Schools and a copy of a non-exempt public record shall be furnished without charge for the first \$20.00 of the fee:
 - a. If an individual who is entitled to information under the FOIA:
 - submits an affidavit stating that the individual is receiving specific public assistance or is unable to pay the fee because of indigence and stating that the individual is not making the request in conjunction with outside parties in exchange for payment or other remuneration; and
 - has not previously received discounted copies of public records from Breitung Township Schools twice during the same calendar year.
 - b. If a nonprofit corporation formally designated by the State of Michigan to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, submits a request that meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients;
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and
 - Is accompanied by documentation of its designation by the state, if requested by Breitung Township Schools.

E. Appeals

A requestor may appeal any denial of records or any fee charged for public records.

1. **Challenge to Record Denial.** If Breitung Township Schools denies a request for records, the requestor may either:
 - Appeal to the Breitung Township School's Board of Education; or
 - Commence an action in the Dickinson County Circuit Court within 180 days of the denial.

- a. If the requestor appeals to the Breitung Township School's Board of Education, the appeal must specifically state the word "appeal" and state the reason(s) that the denial should be reversed. The following rules apply to record denial appeals to the Breitung Township School's Board of Education:
 - i. An appeal is not "received" until the first regularly scheduled Breitung Township School's board meeting after the appeal is submitted.
 - ii. Within ten (10) business days after receiving the appeal, the Breitung Township School's Board of Education will do one of the following:
 - A. Reverse the denial;
 - B. Issue written notice upholding the denial;
 - C. Reverse the denial in part and issue written notice upholding the denial, in part; or
 - D. Issue written notice extending the time for response by not more than ten (10) business days.
 - iii. If the Breitung Township School's Board of Education fails to respond in a timely manner to the written appeal, or upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review by commencing a civil action in circuit court.
 - b. A requestor is not required to submit an appeal to the Board of Education before commencing a civil action in Dickinson County Circuit Court to challenge a disclosure denial. If Dickinson County Circuit Court determines that the requested record is not exempt from disclosure, the Court will order Breitung Township Schools to cease withholding or to produce all or a portion of the public record determined to have been wrongfully withheld. If the Court determines that a disclosure denial was arbitrary and capricious, willful and intentional, or made in bad faith, the Court will order that Breitung Township Schools pay a civil fine to the State and punitive damages to the requestor. If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record *prevails* in an action commenced in the Court, the Court shall also require that Breitung Township Schools pay the requestor's reasonable attorneys' fees, costs, and disbursements. If the requestor or Breitung Township Schools *prevails in part*, the Court may, in its discretion, award Breitung Township Schools all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.
2. **Challenge to Fee.** If Breitung Township Schools requires a fee (defined to include a deposit) that requestor believes exceeds the amount permitted under the FOIA or these publicly available Administrative rules, the requesting person may, within 45 days after receiving notice of the required fee, commence an action in Dickinson County Circuit Court.

- a. If the Court determines that the fee exceeds the amount permitted under the FOIA or these administrative rules, the Court will reduce the fee to the permissible amount (if any).
- b. If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the Court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.
- c. If the Court determines that Breitung Township Schools arbitrarily and capriciously violated FOIA by charging an excessive fee, or acted in bad faith, the Court will order that Breitung Township Schools pay a civil fine to the state and punitive damages to the requestor.

F. Questions

Any questions about these administrative rules should be directed to Breitung Township School's FOIA Coordinator.

G. Attachments

1. Sample FOIA Request Form
2. Sample Certificate of Non-Existence of Public Record
3. Detailed Itemization of Fee Amounts Form

ATTACHMENT A
SAMPLE FOIA REQUEST FORM

[INSERT DATE]

Michelle Kleikamp
FOIA Coordinator
Breitung Township Schools
810 Pyle Drive
Kingsford, MI 49802

Re: Freedom of Information Act Request

Dear FOIA Coordinator:

I am writing to request, pursuant to the Michigan Freedom of Information Act, MCL 15.231 *et seq.*, [to inspect]/[to copy]/[to obtain copies of] the following public records:

[INSERT DESCRIPTION OF RECORDS SOUGHT]

OPTIONAL: Please provide a copy of the requested public records on [INSERT DESCRIPTION OF DESIRED NON-PAPER PHYSICAL MEDIUM, SUCH AS CD, FLASHDRIVE].

OPTIONAL: Please waive or reduce the fee to search for or furnish copies of the requested public records on grounds that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public records can be considered as primarily benefiting the general public.

OPTIONAL: Please furnish the requested records without charge for the first \$20.00 of the fee because (A) I am receiving public assistance [INSERT SPECIFIC DESCRIPTION] or am unable to pay the fee because of indigence; (B) I am not making this request in conjunction with outside parties in exchange for payment or other remuneration; and (C) I have not previously received discounted copies of public records from Breitung Township Schools twice during this same calendar year.

OPTIONAL: Please furnish the requested records without charge for the first \$20.00 of the fee because (A) this request is made directly on behalf of a nonprofit corporation formally designated by the State of Michigan to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, or on behalf of its clients; (B) this request is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931; and (C) this request is accompanied by documentation of designation by the state.

OPTIONAL: I am writing to request, pursuant to the Michigan Freedom of Information Act, MCL 15.231 *et seq.* to subscribe for up to six months to the following future issuances of public records created, issued, or disseminated by Breitung Township Schools *on a regular basis*: [INSERT SPECIFIC DESCRIPTION].

Please contact me if you have any questions.

Sincerely,
[REQUESTOR NAME]
[REQUESTOR ADDRESS]
[REQUESTOR EMAIL]
[REQUESTOR PHONE NUMBER]

ATTACHMENT B
SAMPLE CERTIFICATE OF NON-EXISTENCE OF PUBLIC RECORD

[INSERT DATE]

[REQUESTOR'S NAME]
REQUESTOR'S ADDRESS]

Re: Freedom of Information Act Request Dated_____ , 20

Dear Mr./Ms._____:

Breitung Township Schools is in receipt of your letter dated_____, 20 , regarding a request under the Michigan Freedom of Information Act ("FOIA"). Your letter was received on [INSERT STATUTORY RECEIPT DATE]. You requested [INSERT DESCRIPTION OF RECORDS SOUGHT].

I hereby certify, pursuant to Section 5(4)(b) of the FOIA, that your FOIA request is denied because, to the best of my knowledge, information and belief, no public records exist as of [INSERT STATUTORY RECEIPT DATE], under the name(s) set forth in your request as detailed below, nor under another name reasonably known to Breitung Township Schools. MCL 15.235(4)(b).

**RIGHT TO APPEAL DISCLOSURE DENIAL
AND RECOVER ATTORNEYS FEES AND COSTS**

If a public body makes a final determination to deny all or a portion of a FOIA request, the requesting person may do one of the following at his or her option:

- (1) Submit to the head of the public body (the Breitung Township School's Board of Education) a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or
- (2) Commence an action in Dickinson County Circuit Court to compel the public body's disclosure of the public records.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under section 10 of the FOIA, the Court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the Court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages that kept or maintained the public record as part of its public function.

If the Court determines in an action commenced under section 10 of the FOIA that Breitung Township School's arbitrarily and capriciously violated the FOIA by refusal or delay in disclosing or providing copies of a public record, or that Breitung Township Schools willfully and intentionally failed to comply with the FOIA or otherwise acted in bad faith, the Court shall award, in addition to any actual or compensatory damages, punitive damages as prescribed in the FOIA to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

A full explanation of your right to seek either appeal or judicial review is set forth in Section 10 of the FOIA, MCL 15.240.

A copy of Breitung Township Schools' administrative rules is available on Breitung Township School's website at www.kingsford.org.

Very truly yours,

By: _____
Michelle Kleikamp
FOIA Coordinator
Breitung Township Schools

Name of Requestor: _____

FY #_____

☐ Estimated Fee☐ Actual Fee

ATTACHMENT C

Detailed Itemization of Fee Amounts Form

<u>Fee Category</u>	<u>Unit Cost</u>	<u>Hourly Wage¹</u>	<u>Number of Units</u>	<u>Number of Hours Charged²</u>	<u>Multiplier</u>	<u>Total</u>
Category A: Labor costs directly associated with the necessary searching for, locating, and examining of public records. <i>Cost of fringe benefits³ for labor costs associated with Category A</i>	N/A		N/A		N/A	
Category B: Labor costs, including necessary review, if any, directly associated with the separating and deleting of exempt information from nonexempt information. [Name of contracted laborer/firm performing Category B labor: _____ (if Category B labor costs are incurred through contracting with a third party to perform labor)]	N/A		N/A		N/A	
<i>Cost of fringe benefits for labor costs associated with Category B</i>	N/A		N/A			
Category C: (for public records provided on non-paper physical media) Actual and most reasonably economical cost of the computer disks, computer tapes, or other digital or similar media.		N/A		N/A	N/A	
Category D: (for paper copies of public records) Actual total incremental cost of necessary duplication or publication, not including labor.		N/A		N/A	N/A	
Category E: Labor costs directly as with duplication or publication, including making paper copies, making digital copies, or transferring digital public records.	N/A		N/A		N/A	
<i>Cost of fringe benefits for labor costs associated with Category E</i>	N/A		N/A			
Category F: Actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.		N/A		N/A	N/A	
Total Fee:						

¹ The "hourly wage" for the labor costs calculated pursuant to Categories A, B, and E is the hourly wage of Breitung Township School's lowest-paid employee capable of performing the task described in each respective category, regardless of whether that person is available or who actually performs the labor.

² "Number of Hours Charged" is measured in 15 minute increments, with partial increments rounded down.

³ "Cost of Fringe Benefits" calculated pursuant to Categories A, B & E will not exceed 50% of the respective labor charges calculated pursuant to Categories A, B & E. Additionally, Breitung Township Schools does not charge more than the actual cost of fringe benefits and overtime wages are not used in calculating the cost of fringe benefits unless the requestor so stipulates.