

## Fee Itemization Form

Requester Name: \_\_\_\_\_

Date of FOIA Request: \_\_\_\_\_

Record(s) Requested: \_\_\_\_\_

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234 (the "FOIA" or the "Act"), the following costs may be charged for responses to FOIA requests, pursuant to OAI SD board policy and OAI SD procedures and guidelines periodically revised by the OAI SD<sup>i</sup>. A fee is being charged because the failure to do so will result in unreasonably high costs to the OAI SD because of the nature of this particular request: \_\_\_\_\_

Labor costs shall not exceed the hourly wage of the OAI SD's lowest-paid employee capable of performing the labor, regardless of whether that employee actually performs the labor. Labor costs will be estimated and charged in increments of 15 minutes, with partial increments rounded down. No overtime will be charged unless the person making the request provides written approval. If the labor is estimated to be less than 15 minutes, there will be no charge. If the OAI SD charges to cover, or partially cover, the cost of fringe benefits, it will use a 50 percent multiplier to account for those benefits.<sup>ii</sup>

Employee Labor Cost to Locate <sup>iii</sup> Estimated Time for Task:	Hourly Wage Charged (\$)	Charge per Increment (\$)
<b>Standard Wage</b>		
<b>OT Wages (if Agreed to by Requestor)</b>		
<b>OR</b>		
<b>Wage w/ Fringe Benefits</b>		
<b>Subtotal Locating Labor Cost</b>		<b>\$</b>

Employee Labor Cost to Copy <sup>iv</sup> Estimated Time for Task:	Hourly Wage Charged (\$)	Charge per Increment (\$)
<b>Standard Wage</b>		
<b>OT Wages (if Agreed to by Requestor)</b>		
<b>OR</b>		
<b>Wage w/ Fringe Benefits</b>		
<b>Subtotal Copying Labor Cost</b>		<b>\$</b>

Employee Labor Cost to Separate Exempt from Non-Exempt Records <sup>v</sup> Estimated Time for Task:	Hourly Wage Charged (\$)	Charge per Increment (\$)
<b>Standard Wage</b>		
<b>OT Wages (if Agreed to by Requestor)</b>		
<b>OR</b>		
<b>Wage w/ Fringe Benefits</b>		
<b>Subtotal Redaction Labor Cost</b>		<b>\$</b>

<b>Contractor Cost to Separate Exempt from Non-Exempt Records<sup>vi</sup></b> Estimated Time for Task: Contractor Name:	<b>Hourly Wage Charged (\$)<sup>vii</sup></b>	<b>Charge per Increment (\$)</b>
<b>Standard Wage</b>		
<b>Subtotal Contractor Cost</b>		<b>\$</b>

<b>Estimated Cost of Copying (Duplication/Printing)<sup>viii</sup></b>	<b>Rate (cents/sheet)</b>	<b># of Sheets/Items</b>	<b>Cost (\$)</b>
Letter (8 1/2 x 11-inch, single- or double-sided)			
Legal (8 1/2 x 14-inch, single- or double-sided)			
Other paper size			
Non-paper physical digital media (Disc/Drive/Other)	\$ /item		
<b>Subtotal Copying Cost</b>			<b>\$</b>

<b>Estimated Cost of Mailing<sup>ix</sup></b>	<b>Rate</b>	<b>Cost (\$)</b>
Cost of Envelope or Package	\$	
Postage per stamp	\$ /stamp	
Postage per pound	\$ /pound	
Postage per package	\$ /package	
Postal Delivery Confirmation	\$	
Expedited Shipping or Insurance (if requested)	\$	
<b>Subtotal Mailing Cost</b>		<b>\$</b>

<b>Fee Adjustments Apply? <sup>x</sup></b>	<b>If Either Yes, Subtract \$20.00</b>
Affidavit of Indigency Submitted? (Y / N)	
Qualified Non-Profit Organization? (Y/N)	
<b>TOTAL ESTIMATED FEE</b>	<b>\$</b>

<b>Payment/Deposit</b>	<b>Amount (\$)</b>	<b>Date Paid</b>
<b>50% Deposit (May be required if total fee exceeds \$50.00)</b>	\$	
<b>Balance Due (Required before record delivery/pickup)</b>	\$	

<sup>i</sup> The OAISD may require a one-hundred percent (100%) deposit from a requestor who has not previously paid a fulfilled FOIA request, provided the requirements in Section 5 of the Act are met.

<sup>ii</sup> If a requestor is notified in writing that the requested public records are available on the OAISD's website or webpage and the requestor still requests the OAISD provide a copy, in any format, OAISD will add 100% of fringe benefit costs.

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- <sup>iii</sup> This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a written FOIA request.
- <sup>iv</sup> This is the cost of labor directly associated with duplication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.
- <sup>v</sup> This is the cost of labor of an in-house, OAISD employee, including necessary document review, directly associated with separating and deleting exempt from nonexempt information.
- <sup>vi</sup> The OAISD does not employ a person in-house who is capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator; therefore, the cost of labor of a contractor (i.e., outside attorney), including necessary document review, directly associated with separating and deleting exempt information from nonexempt information. The OAISD will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.
- <sup>vii</sup> This amount shall not exceed six (6) times the State minimum hourly wage rate.
- <sup>viii</sup> Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (i.e., to redact exempt information, to protect old or delicate original public records, or because the original public record is a digital file or database not available for public inspection). No more than the actual cost of a sheet of paper will be charged, up to maximum 10 cents per sheet. Double-sided printing will be utilized whenever feasible.
- <sup>ix</sup> The OAISD will charge the actual cost of mailing for sending records in a reasonably economical and justifiable manner. The OAISD will not charge more for expedited shipping or insurance unless specifically authorized by the requestor. The OAISD may charge for the least expensive form of postal delivery confirmation.
- <sup>x</sup> Persons establishing indigence (i.e., signed affidavit that the individual is receiving specific public assistance, or if not, stating facts showing an inability to pay) and nonprofit organizations formally designated by the State of Michigan to carry out activities under Developmental Disabilities Assistance and Bill of Rights Act, Public Law 106-402 or the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-139, are entitled to a discount. If a requestor is ineligible for the discount, the OAISD shall inform the requestor specifically of the reason for ineligibility in its written response.