

Library: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ **Prepared for Request Number:** _____ **Date Request Received:** _____

<p>The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the Library's FOIA Policies and Guidelines.</p>			
<p>1. Labor Cost for Copying / Duplication</p> <p>This is the cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requesting person on non-paper physical media or through the Internet or other electronic means as stipulated by the requesting person.</p> <p>This shall not be more than the hourly wage of the Library's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no labor charge.</i></p> <p>Hourly Wage Charged: \$ _____ Charge per increment: \$ _____</p> <p style="text-align: center;">OR</p> <p>Hourly Wage with Fringe Benefit Cost: \$ _____ OR</p> <p>Multiply the hourly wage by the percentage multiplier: _____% (up to 50% of the hourly wage) and add to the hourly Wage for a total per hour rate.</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (<i>overtime is not used to calculate fringe benefit cost</i>)</p>	<p>To figure the number of increments, take <i>the number of minutes</i>: _____, divide by _____-minute increments, and round down. <i>Enter below:</i></p> <p>No. of increments x _____ =</p>	<p>1. Labor Cost \$ _____</p>	
<p>2. Labor Cost to Locate:</p> <p>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 granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the Library because of the nature of the request in this particular instance, specifically: _____</p> <hr/> <p>The Library will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no labor charge.</i></p> <p>Hourly Wage Charged: \$ _____ Charge per increment: \$ _____</p> <p style="text-align: center;">OR</p> <p>Hourly Wage with Fringe Benefit Cost: \$ _____ OR</p> <p>Multiply the hourly wage by the percentage multiplier: _____% (up to 50% of the hourly wage) and add to the hourly Wage for a total per hour rate.</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by requesting person (<i>overtime is not used to calculate fringe benefit cost</i>)</p>	<p>To figure the number of increments, take <i>the number of minutes</i>: _____, divide by _____-minute increments, and round down. <i>Enter below:</i></p> <p>No. of increments x _____ =</p>	<p>2. Labor Cost \$ _____</p>	

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using Library employee. If contracted, use No. 3b instead).

The Library will not charge 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.

This fee is being charged because failure to do so will result in unreasonably high costs to the Library because of the nature of the request in this particular instance, specifically: _____

This is the cost of labor of a **Library employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **Library's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no labor charge.*

Hourly Wage Charged: \$ _____ **Charge per increment:** \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____ **OR**

Multiply the hourly wage by the percentage multiplier: _____%

(up to 50% of the hourly wage) and add to the hourly

Wage for a total per hour rate.

Charge per increment: \$ _____

Overtime rate charged as stipulated by requesting person *(overtime is not used to calculate fringe benefit cost)*

To figure the number of increments, take the number of minutes:

_____, divide by _____-minute increments, and round down to:

_____ increments
Enter below:

No. of increments
x _____
= _____

3a. Labor Cost
\$ _____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a. instead)

The Library 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.

This fee is being charged because failure to do so will result in unreasonably high costs to the Library because of the nature of the request in this particular instance, specifically: _____

As the Library does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of _____ *(currently \$8.15)*.

Name of contracted person or firm: _____

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no labor charge.*

Hourly Wage Charged: \$ _____ **Charge per increment:** \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____ **OR**

Multiply the hourly wage by the percentage multiplier: _____%

(up to 50% of the hourly wage) and add to the hourly

Wage for a total per hour rate.

Charge per increment: \$ _____

Overtime rate charged as stipulated by Requesting person *(overtime is not used to calculate fringe benefit cost)*

To figure the number of increments, take the number of minutes:

_____, divide by _____-minute increments, and round down.

Enter below:

No. of increments
x _____
= _____

3b. Labor Cost
\$ _____

Subtotal Fees Before Waivers, Discounts or Deposits:

- Cost Estimate
- Bill

- 1. Labor Cost for Copying:** \$ _____
- 2. Labor Cost to Locate:** \$ _____
- 3a. Labor Cost to Redact:** \$ _____
- 3b. Contract Labor Cost to Redact:** \$ _____
- 4. Copying/Duplication Cost:** \$ _____
- 5. Mailing Cost:** \$ _____
- 6a. Copying/Duplication of Records on Website:** \$ _____
- 6b. Labor Cost for Copying Records on Website:** \$ _____
- 6c. Mailing Costs for Records on Website:** \$ _____
- Subtotal Fees:** \$ _____

Estimated Time Frame to Provide Records:

_____ (days or date)

The time frame estimate is nonbinding upon the Library, but the Library is providing the estimate in good faith. Providing an estimated time frame does not relieve the Library from any of the other requirements of the Freedom of Information Act.

Waiver: Public Interest

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 the Library determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefitting the general public.

- All fees are waived **OR** All fees are reduced by: _____%

Subtotal Fees After Waiver or Reduction: \$ _____

Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under the Freedom of Information Act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

If a requestor is ineligible for the discount, the Library shall inform the requestor specifically for the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- i. The individual has previously received discounted copies of public records from the Library twice during that calendar year, **OR**
- ii. The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. The Library may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Eligible for Indigence Discount **Subtotal Fees After Discount (subtract \$20):** \$ _____

Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C. of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- i. Is made directly on behalf of the organization or its clients.
- ii. 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.
- iii. Is accompanied by documentation of its designation by the state, if requested by the Library.

Eligible for Indigence Discount **Subtotal Fees After Discount (subtract \$20):** \$ _____

<p>Deposit: <u>Good Faith</u></p> <p>The Library may require a good-faith deposit <u>before providing the public records to the requestor if the entire fee estimate or charge exceeds \$50.00</u>, based on a good-faith calculation of the total fee. The deposit cannot exceed ½ of the total estimated fee. Percent of Deposit: _____%</p>	<p>Date Paid:</p> <p>_____</p>	<p>Deposit Amount Required:</p> <p>\$ _____</p>
<p>Deposit: <u>Increased Deposit Due to Previous FOIA Fees Not Paid In Full</u></p> <p>After a Library has granted and fulfilled a written request from an individual under the Freedom of Information Act, if the Library has not been paid in full the total amount of fees for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:</p> <ul style="list-style-type: none"> (a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in the Library's possession. (c) The public records were made available to the individual, subject to payment, within the time frame estimate given on Page 5 of this form. (d) Ninety (90) days have passed since the Library notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the Library. (f) The Library calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit. <p>A Library can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <ul style="list-style-type: none"> (a) The individual is able to show proof of prior payment in full to the Library, OR (b) The Library is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the Library. 	<p>Date Paid:</p> <p>_____</p>	<p>Percent Deposit Required:</p> <p>_____ %</p> <p>Deposit Required:</p> <p>\$ _____</p>
<p>Late Response <u>Labor Costs Reduction</u></p> <p>If the Library does not respond to a written request in a timely manner as required under MCL 15.235(2), the Library must do the following:</p> <ul style="list-style-type: none"> (a) Reduce the charges for labor costs otherwise permitted by 5% for each day the Library exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies: <ul style="list-style-type: none"> i. The late response was willful and intentional, OR ii. 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 to MCL 15.231 et seq. or 1976 Public Act 442, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page. 	<p>Number of Days Over Required Response Time:</p> <p>_____</p> <p>Multiply by 5%</p> <p>= Total Percent Reduction:</p> <p>_____</p>	<p>Total Labor Costs</p> <p>\$ _____</p> <p>Minus Reduction</p> <p>\$ _____</p> <p>= Reduced Total Labor Costs</p> <p>\$ _____</p>
<p>The Public Summary of the Library's FOIA Procedures and Guidelines is available free of charge from: Website: _____ Email: _____ Phone: _____ Address: _____</p> <p style="text-align: center;">Request Will Be Processed, But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed</p>	<p>Date Paid:</p> <p>_____</p>	<p>Total Balance Due:</p> <p>\$ _____</p>