

Standard Form for Detailed Itemization of Fee Amounts

**CENTRAL MONTCALM PUBLIC SCHOOL
FOIA FEE ITEMIZATION FORM**

Requestor's Name:	
Date on Request:	Date Received ⁱ :
<input type="checkbox"/> Hand-Delivered <input type="checkbox"/> U.S. Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax <input type="checkbox"/> Other _____	
Diverted to Spam/Junk Mail <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate date and time <i>delivered to</i> Spam/Junk Mail [_____, 20____ at _____ am/pm]. Indicate date and time <i>discovered in</i> Spam/Junk Mail [_____, 20____ at _____ am/pm]. ^{xi}	

Estimated Fee \$ _____ -OR- Actual Fee \$ _____

Record available on website, but copy requested nonetheless: <input type="checkbox"/> Yes <input type="checkbox"/> No

Labor Costs					
Item Description ⁱⁱ	Hourly Rate ⁱⁱⁱ	Fringe Benefit % ^{iv}	Overtime Rate ^v	No. of 15-minute increments ^{vi}	Total Charge
Searching/Locating/Examining Records	Employee Hourly wage ^{vii} \$ _____ x	1. _____ +/-	\$ _____ =	\$ _____/4 = \$ _____ x _____ (increments) =	\$ _____
Separating and Deleting Exempt from Non-exempt Information/Records	<input type="checkbox"/> Employee Hourly Wage \$ _____ x OR <input type="checkbox"/> Contracted Labor Costs \$ _____ x <small>(Not to exceed 6x State Minimum Wage)</small>	1. _____ +/-	\$ _____ =	\$ _____/4 = \$ _____ x _____ (increments) =	\$ _____
				\$ _____/4 = \$ _____ x _____ (increments) =	\$ _____
Duplicating or Publishing Records ^{viii}	Employee Hourly wage \$ _____ x	1. _____ +/-	\$ _____ =	\$ _____/4 = \$ _____ x _____ (increments) =	\$ _____
Name of person or firm engage under contract to separate and delete exempt from non-exempt information/records, if applicable:				Subtotal Labor Costs	
				\$ _____	

Copying Cost for Paper Copies ^{ix}				
Letter (8½ x 11) @ &0.____ each ^x	Legal (8 ½ x 14) @ &0.____ each	Size _____ @ &0.____ each	Size _____ @ &0.____ each	Total Charge
No. of Sheets _____ x \$0.____ = \$ _____	No. of Sheets _____ x \$0.____ = \$ _____	No. of Sheets _____ x \$0.____ = \$ _____	No. of Sheets _____ x \$0.____ = \$ _____	\$ _____

Postal Delivery Charges						
Cost of Packaging	Postage Cost	Cost of Delivery Confirmation	Special Shipping Cost	Insurance Cost	Overnight/ Special Request	Total Charge
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Cost \$ _____	\$ _____

Non-Paper Physical Media				
USB Flash Drives	Computer Discs	Other Digital Media	Other/Special Requested?	Total Charge
\$____ x number used ____ = \$ _____	\$____ x number used ____ = \$ _____	\$____ x number used ____ = \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Cost \$ _____	\$ _____

Discounts	
Qualified for \$20 discount? <input type="checkbox"/> Yes If yes, subtract \$20. <input type="checkbox"/> Indigence (Maximum of 2 discounts per calendar year) <input type="checkbox"/> State Designated Non-Profit (unlimited number of discounts) <input type="checkbox"/> No	(\$ _____)
Qualified for Waiver or Reduction as Primary and benefiting the general public? <input type="checkbox"/> Yes If yes, subtract amount of waiver or reduction \$ _____. <input type="checkbox"/> No	(\$ _____)

TOTAL FEE = \$ _____

If estimated fee is over \$50.00, the School District shall charge a good-faith deposit of 50% of the estimated fee.	Amount of Deposit \$ _____	Estimated Date Available _____	Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
If a good-faith deposit is paid, subtract the amount received.	(\$ _____)		
Reduction for untimely response by School District <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, subtract 5% of labor costs x ____ days late [up to a maximum 50% reduction of labor costs]	(\$ _____)		
TOTAL DUE = \$ _____			

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- i A FOIA request is received on the date that it is hand delivered, or that U.S. Mail is delivered, to the School District. A FOIA request is treated as received on the next business day is sent via Facsimile, email or other electronic transmission; provided, however, the special rules apply to an email re-directed to a Spam/Junk or trash account. (See also ^{xi}.)
 - ii A fee shall not be charged to search, locate, examine, review or delete/separate/redact exempt from non-exempt information unless failure to charge would result in unnecessarily high costs to the School District.
 - iii The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.
 - iv The School District will add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. 100% of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that records available on the School District website nonetheless are requested to be provided in a paper format or in a specific form of electronic media. Under no circumstances shall the School District charge more than the actual cost of fringe benefits.
 - v Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically requested by the requestor and agreed upon by the School District.
 - vi In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See ^{viii} for exceptions.) Divide the resulting hourly wages(s) by four to determine the charge per 15-minute increment.
 - vii If more than one employee is completing any task, use additional cost itemization forms to note each employee's hourly wage, fringe benefits, and time separately.
 - viii Labor costs for duplicating or publishing records may be estimated and charged in time increments of the School District's choosing, with all partial time increments rounded down. The School District has determined to charge labor costs for duplicating or publishing records in 15-minute increments.
 - ix The School District shall utilize the most economical means available for making copies, including using double-sided printing.
 - x The fee shall not exceed 10 cents (\$0.10) per sheet of paper (one-sided or two-sided) for copies made on 8 ½ x 11 or 8 ½ x 14 sheets of paper.
 - xi If a written request is sent by electronic mail and delivered to the public body's spam or junk-mail folder, the request is not received until 1 day after the public body first becomes aware of the written request. The public body shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the public body first becomes aware of that request.