

STANDARD FORM FOR DETAILED ITEMIZATION OF FEES CHARGED FOR FOIA REQUESTS

The following form shall be used by the Flint Community Schools to calculate a fee or deposit charged for a FOIA request.

Pursuant to the Michigan Freedom of Information Act (FOIA), MCL 15.234, the following costs will be charges for responses to FOIA requests:	Total Cost				
<p>1. Labor costs - searching for, locating and examining public records.</p> <p>Hourly Wage Charged: \$ _____ _____ 15 minute increments (rounded down)</p>	<p>If fee charged, describe nature of unreasonably high costs to District: _____ _____</p> <p style="text-align: right;">\$ _____</p>				
<p>2. Labor costs - separating and deleting of exempt information from nonexempt information.</p> <p>Hourly Wage Charged: \$ _____ Time Spent _____</p>	<p>If fee charged, describe nature of unreasonably high costs to District: _____ _____</p> <p style="text-align: right;">\$ _____</p>				
<p>3. Actual cost of records provided on nonpaper physical media (i.e. computer discs, computer tapes, or other digital media).</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;">Type of Media</td> <td style="border-bottom: 1px solid black; width: 40%;">Cost</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table> <p style="text-align: right;">\$ _____</p>	Type of Media	Cost		
Type of Media	Cost				
<p>4. Paper copies</p>	<p>_____ pages x \$0.10/page =</p> <p style="text-align: right;">\$ _____</p>				
<p>5. Labor costs - duplication or publication, including making paper and digital copies.</p> <p>Hourly Wage Charged: \$ _____</p>	<p>_____ time increment of District's choosing</p> <p style="text-align: right;">\$ _____</p>				
<p>6. Actual cost of mailing</p> <p>* By least expensive form of postal delivery confirmation unless requestor stipulates otherwise</p>	<p>Envelopes/Packaging: \$ _____</p> <p>Postage: \$ _____</p> <p style="text-align: right;">\$ _____</p>				
<p>Fee reduction? List reason (indigency or protection and advocacy organization): _____</p>	<p>Subtract \$20 or Not Applicable</p> <p style="text-align: right;">\$ _____</p>				
	<p style="text-align: center;">Estimated Cost</p> <p style="text-align: right;">\$ _____</p>				
<p>Good faith deposit required ?</p>	<p>If estimated cost exceeds \$50, a good faith deposit of 50% of estimated cost is required <i>before</i> request will be processed.</p> <p style="text-align: right;">\$ _____ Paid _____ Date</p>				
<p><u>Note:</u> Request will be processed, but balance must be paid <i>before</i> copies may be picked up, delivered, or mailed.</p>	<p style="text-align: center;">Balance Due</p> <p style="text-align: right;">\$ _____</p>				